

Minutes of the meeting held at the Village Hall on Tuesday 26th February 2019.

The Chairman opened the meeting at 7.00 pm.

Two members of the public attended the meeting: Mrs Laura Holmes of Keble Park and one other, who asked for their name to be omitted from the minutes.

Mrs Holmes, representing Bishopthorpe Play Group, addressed the Council by asking the following series of questions:

- *When will the heater in the toilet be repaired?* – Cllr. Harrison suggested that Play Group should ask either Richard Williams Electrical or Dennis King Electrical to undertake the repairs at a convenient time when Play Group are in the building.
- *Mark Webster Plumbing has broken the pipes that feed water to the hand sink; who repairs it?* – The Parish Council was not aware of this and advised Mrs Holmes to contact Mr Webster to arrange for him to undertake repairs at his expense.
- *Can the grills on the kitchen and side window be removed?* – Cllr. Harrison repeated the content of the email sent from the Parish Council to Laura Holmes on the 21st January 2019, which stated that “[you] will be able to remove the grills from the side and kitchen window, however, this will be on the basis that the Play Group will be responsible for any damage / vandalism to the windows including any costs associated with the repair / replacement.” At the time of sending the email the Parish Council asked Mrs Holmes to confirm acceptance of responsibility by return, which to date has not been received. Confirmation of acceptance of these terms was requested again directly to Mrs Holmes.
- Mrs Holmes handed a quote to the Parish Council for the cost of double glazing four windows. In return, Cllr. Harrison gave Mrs Holmes details of a possible grant scheme (advertised by Yorkshire Local Councils Association), which may be of use to Play Group.

Mrs Holmes left the meeting at 7.05 pm.

Council Members Present:

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

19/19 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.

- 19/20 2 **Apologies for absence.**
Cllr. Grabowski and Cllr. Mrs Gajewicz (due to illness)
- 19/21 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 Conley declared an interest in item 5.4.5
- 19/22 4 **Minutes of Meeting 15th January 2019**
Acceptance of the minutes was proposed by Cllr. George and seconded by Cllr. Mellors. Carried unanimously by all who attended the meeting.
- 19/23 5 **Consideration of Planning Matters and recommendations of the Planning Group**
- 5.1 Notice of Applications received
- 5.1.1 **23 Croft Court.** Two storey and single storey side and rear extensions following demolition of existing side projection. 18/02820/FUL. No Objection
- 5.1.2 **Greenfield, 37 Sim Balk Lane.** Single storey side and rear extensions. 18/02915/FUL. No Objection
- 5.1.3 **Ramsey House, Chantry Lane.** Fell Norway Maple; prune Beech and Norway Maple trees in a Conservation Area. 19/00132/Tree Conservation Area. No Objection but comments made.
- 5.1.4 **The Palace, Bishopthorpe Road.** Various tree works including felling two Ash trees in the Conservation Area. 19/01144/Tree Conservation Area. No Objection but comments made.
- 5.1.5 **The Palace, Bishopthorpe Road.** Fell four trees and reduce a Sycamore in the Conservation Area. 19/0045/Tree Conservation Area. No Objection but comments made.
- 5.1.6 **43 Beech Avenue.** Erection of front and rear dormers and erection of single storey side extension. 18/02720/FUL. No Objection
- 5.1.7 **7 Lamplugh Crescent.** Certificate of proposed development for extension to existing rear dormer. 19/00192/CPD. Further clarification needed – **Action Cllr. Mrs Conley**
- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **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**). Approved.
- 5.2.2 **55 Lamplugh Crescent.** Single storey side extension to both side elevations including demolition of existing detached garage (resubmission). 18/02613/FUL. (**No Objection**). Approved
- 5.2.3 **Site of Ferry Cottage, 6 Ferry Lane.** Fell twenty-five trees in a Conservation Area. 18/02675/Tree Conservation Area. (**No Objection**). Approved
- 5.2.4 **Greenfields, 37 Sim Balk Lane.** Certificate of lawfulness for use of land as

garden. 18/02686/CUL. (**Objection on planning grounds**). Approved

The Parish Council could not be sure which strip of land the application applies to and it was agreed that a site visit from the City Council will be requested by Cllr. Mrs Conley to clarify. **Action Cllr Mrs Conley**

5.2.5 **Ramsey House, Chantry Lane.** Fell Norway Maple; prune Beech and Norway Maple trees in a Conservation Area. 19/00132/Tree Conservation Area (**Refer 5.1.3**) Approved

5.2.6 **The Palace, Bishopthorpe Road.** Various tree works including felling two Ash trees in the Conservation Area. 19/01144/Tree Conservation Area (**Refer 5.1.4**) Approved

5.2.7 **The Palace, Bishopthorpe Road.** Fell four trees and reduce a Sycamore in the Conservation Area. 19/0045/Tree Conservation Area (**Refer 5.1.5**) Approved

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters

5.4.1 **Carpet and Bed Centre Warehouse Acaster Lane.** 18/00764/FUL. Appeal Reference: APP/C2741/W/18/3216488. Proposal: Erection of one dwelling following demolition of existing warehouse – Noted.

5.4.2 **Section 53 Wildlife and Countryside Act 1989** – Notice of an application to record a public footpath between Chantry Lane, Bishopthorpe and Acaster Malbis 3. Letter received from City of York Council dated 28th January 2019. – A reply to this letter supporting the application to record a public footpath was made by Cllr. Harrison on behalf of the Parish Council.

5.4.3 **York Central** - Additional Planning Information Submitted – Cllr. Mrs Green reminded the Councillors that the closing date for comments was rapidly approaching and encourage responses.

5.4.4 **Askham Bog proposed development** – Comments have been posted on the Bishopthorpe Community Facebook page, stating that Bishopthorpe Parish Council made no objection to the proposed development at Askham Bog.

This accusation is not correct. The following response was made by the Clerk (by letter) directly to the City Council Planning Department on the 23rd October 2018:

“Bishopthorpe Parish Council has been advised by Barwood Land of their intention to submit a planning application later this year for land at Moor Lane, Woodthorpe.

We understand that it will be a complex planning application that will include new homes, a primary school, new sports pitches, allotments and children’s play area. The Parish Council is highly concerned about the development of land in close proximity to Askham Bog – whose importance has been acknowledged in the Local Plan. In particular the Parish Council wishes to express concern over the following:

- *The changes to hydrology of Askham Bog the development will cause.*
- *That the proposed 125m buffer may be insufficient to protect the bog from the impacts of increased human activity*

- *The buffer is ambiguous in purpose and may prove ineffective in protecting the bog.*

Whilst Bishopthorpe Parish Council is not opposed to the development in principal, the Parish Council is opposed to its development and potential impact in close proximity to Askham Bog and would seek reassurance from the City Council that the Bog will not be in any way harmed.

- 5.4.5 Request from Simon Melton to “*send me an original document of the members who attended the Parish Council -actual minutes of the meeting would be sufficient- on the decision for Objections*” **2 The Orchard**. (Erection of dormer bungalow, 18/00796/FUL).

The Chairman read aloud the Facebook comments written by Mr Melton which began with criticism relating to the Parish Council’s response to Askham Bog and finished with a personal reaction to the Planning Application at 2 The Orchard. Cllr. Harrison invited Mr Melton to the February meeting to discuss his concerns but this invitation was declined.

Cllr. Harrison therefore agreed to reply in writing to the comments and request for information made by Mr Melton. **Action Cllr Harrison**

The un-named member of the public left the meeting at 7.44pm

19/24

6 Services

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Cllr. Jemison reported the following items from the Village Hall Management Committee meeting:

- Ebor Players will be charged at the new rental rate of £7 per hour for any new bookings taken. When the hall is closed for the duration of the Pantomime, the Group will be asked to compensate the Parish Council for loss of income during that specific period.
- Complaints have been received regarding a decline in cleanliness of the Village Hall. It was agreed that a cleaning schedule should be introduced, which should be signed and dated by the Caretaker.
- The main hall fire doors have been re-aligned by PMB Joinery, to stop them sticking.
- It was agreed that permission would be granted for a Cèilidh to be held in the Hall in June.
- A flooring contractor has been contacted to quote for the replacement of the worn and cracked main staircase floor covering. Cllr. Jemison reported that the quote was £750 + vat and proposed that the Parish Council accept this. This was seconded by Cllr. Mellors and agreed unanimously. **Action Cllr Jemison**

- 6.1.2 *Missing fire extinguisher* – At the annual fire inspection (carried out by Advance Fire Services in December 2018) it was noted that the fire extinguisher located between the ladies’ toilets and the downstairs kitchen has been removed. Following an extensive search, it hasn’t been found and a replacement has been ordered at the cost of £119.95 plus VAT. **Action Clerk.**

- 6.1.3 *Lift Servicing* – Aire Valley Lift Service and Repairs undertook the annual service of the Village Hall lift in December 2018: reporting that ‘*All in good working order*’. The company confirmed that it is the legal requirement to

have the lift serviced twice a year making the next one due in June 2019.
Action Clerk.

- 6.1.4 *Full electrical test (to comply with a request from the Parish Council's insurers)* – This test was undertaken by Dennis King Electrical Ltd on Monday 25th February. The findings of the report will be sent to the Parish Council's Insurance Company when received. **Action Clerk.**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr Nicholls summarised the issues from the beginning of the meeting:

- The toilet heater will be repaired as stated above.
- Mark Webster plumbing will be recalled to mend the broken pipes to the hand sink, at this own expense.
- The removal of the window grills is permitted following acceptance of liability by Bishopthorpe Play Group.
- One quote for double glazing four windows is £3,100

Cllr. Harrison wished it to be noted that the Parish Council hold D1 Planning Permission for the Sports Pavilion, which was granted in March 2010 by the City Council.

- 6.2.2 *Telephone call from Mr Wong, White Rose Football Club* – Mr Wong is to attend the March meeting of the Parish Council

- 6.2.3 *Request by Play Group to remove two grills on the kitchen / side windows* – It was confirmed to Play Group (by email dated 21st January 2019) that they would have permission to remove the grills from the kitchen window and side window as requested. This permission was granted on the understanding that Play Group will be responsible for any damage / vandalism to the windows including any costs associated with the repair / replacement. Email confirmation of acceptance of this agreement was requested from Play Group, which to date, has not been received.

- 6.2.4 *Quote(s) to repair damage to Ferry Lane Fence* – Two repairs quotes have been received. A third quote was requested but not received. Landscape Seeding Services quoted the amount of £175 + Vat.

It was agreed that the quote for Landscape Seeding Services will be accepted. The damage was caused in December when a car lost control and knocked down the fence. Mrs Bolton immediately contacted the Parish Council to admit liability and offered to pay for the repair work. The Clerk was instructed to contact Mrs Bolton to request payment (£175.00). **Action Clerk.**

- 6.2.5 *Letter from Savills* – The York Diocese asked Savills to contact the Parish Council following a report received from Bishopthorpe Pre-School Play Group. The report stated that there are damp issues in the pavilion which require remedial works. Under the terms of the lease (dated 15/9/14) Savills requested that the Parish Council undertake the work.

Cllr. Harrison reported that he contacted Savills to discuss the matter and

agreed that the Parish Council will contact Britannia Services (the same company who dealt with damp issues in the Village Hall successfully) to investigate the issue. **Action Cllr. Nicolls**

6.3 Finance Committee

6.3.1 *Committee Report* – The Parish Council has been advised that a change will come in to force on the 1st April whereby any UK business with a taxable turnover above the VAT threshold (currently £85,000) will have to file a digital VAT return. This process will be called ‘Making Tax Digital’. **Action Clerk.**

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Cllr. Jemison reported that the campsite, the moorings and the carpark are all causing concerns. It was agreed that legislation needs to be defined regarding the cluster of tents appearing in the fields to understand what, if any, power the Parish Council has to request that they are removed. Cllr. George was asked to contact the City Council for clarification. **Action Cllr George**

The Clerk was asked to write to Peter Mandy to request that the car park is tidied up. **Action Clerk**

6.4.2 *Moorings and sight of river* – Cllr. Mrs Green reported that along the whole stretch of the mooring in Bishopthorpe, the site of the river is totally obscured by ramshackle fencing.

Cllr. Mrs Green agreed to forward Feoffee’s contact details (who grant the moorings) to the Clerk to enable a letter to be sent questioning if permission has been granted to holders of the moorings to fence-in their plots. The same letter will be copied to the land owner (the Church Commissioners) and York Marine Services. **Action Cllr Mrs Green and Clerk**

6.4.3 *Riverside caravan / tent park* – As reported above (6.4.1) Cllr. George was asked to contact the City Council for clarification.

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* – Following this month’s inspection, Cllr. Harrison reported no issues. The inspection kit was passed to Cllr. Mrs Conley for the month going forward.

6.5.2 *Result of Annual Inspection report by Playdale Playgrounds Ltd* – The Annual Inspection was undertaken in February by the qualified inspector as required by law. Cllr. Harrison reported that there were no major failings of equipment. However, a quote of £4,293.82 was provided to the Parish Council for the replacement of cushion fall together with small replacements of worn parts.

It was agreed that certain items listed in the quote will be sought from local contractors and Cllr. Harrison offered to contact Playdale for an updated quote once these had been omitted. **Action Cllr Harrison**

6.5.3 *Playdale Guarantees for equipment* – Cllr. George reported his concerns with movement in the frame of the swing basket and Cllr Harrison agreed to request

a review of the situation by Playdale albeit the Annual Inspection did not identify any potential hazard. **Action Cllr Harrison**

Cllr. Jemison reported that a quote for £525.00 + Vat had been received for the replacement of worn vertical posts. Cllr. Jemison was asked to obtain a second quote to include the edging. **Action Cllr Jemison**

6.6 Allotments

6.6.1 *Monthly update* – It was agreed that the holder of plot 23a will be allowed to take over plot 9 at the Acaster Lane site. Clerk to issue new Agreement. **Action Clerk.**

Cllr. George reported there are six people on the waiting list, three of whom are non-Bishopthorpe residents.

6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report* – Cllr. Mrs Green reported the following:

- A copy of folding proformas for people's personal emergency plans are now available in Vernon House.
- On the 9th April Vernon House will host a Dementia Awareness course.
- At the Vernon House AGM it was suggested and agreed by users that fees would increase to £1.50 per hour.

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 items:

- Thanks were asked to be noted (on behalf of the Library) to the Link magazine for paying for repairs to the smashed library window.
- A quiz night held on the 11th February raised the sum of £150.
- The Bishopthorpe Gala Committee granted a donation of £200 to the library to replace worn blinds.
- On the 18th March Ken Haywood will give a presentation evening on the 'Missing Men of Bishopthorpe'.

6.10 Environmental, Sustainability and Accessibility Issues

6.10.1 *Monthly Report* – Cllr. Mrs Green reported that there is to be a change of Chairman at York Environment Forum.

6.10.2 *Email from Mr Tim Smith – Plastic recycling in Bishopthorpe* – Mr Smith contacted the Parish Council to ask if it may be possible to have a collection bank in Bishopthorpe to recycle any plastic which the City Council doesn't collect. Following a lengthy discussion, it was concluded that the Parish Council would not know where to request this type of plastic recycling from or if it even exists.

6.10.3 *Campaign to Protect Rural England – Annual Renewal Fees £36 – Continue with membership?* – The membership fee of £36 is due to be paid on 1st April and it was decided to continue with the payment for 2019/20. **Action Clerk.**

6.11 Community Emergency Planning

6.11.1 *Monthly update* – All Councillors were requested to respond to Cllr Nicholls’ call for information. **Action All.**

A discussion was held as to the most appropriate venue to store an Emergency Kit. It was concluded that it may be prudent to hold four such kits basing one in each of the three public houses and the fourth in Bishopthorpe Club (if all are willing to take them).

6.12 Bishopthorpe Orchard

6.12.1 *Committee Update* – Cllr. Mrs Green updated the meeting with the following points:

- Working parties have helped to clear the field and litter-pick.
- The ground has been rotavated and roots removed.
- Fencing will be erected on the 11th March.
- The next action day for helpers will be held on the 16th March.

Cllr. Mrs Green left the meeting at 8.47 pm due to illness.

19/25 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	418.00
Monthly direct debit to E-on Village Hall Electricity	106.51
Monthly direct debit to E-on Village Hall Gas	203.00
Youth Award Winner 2018 – Laura Grainger	150.00
Cheque / Direct Debit Total Payment	£877.51

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	667.00
Clerk’s Expenses- (£0.00)	0.00
Andy Powell – Sensory Garden gate closing / opening	126.00
AOL Quarter charges plus phone calls (£5.58)	52.20
Carol Henk – Sports Pavilion cleaning	190.45
Catering Expenses Vernon House AGM and three Dementia Sessions	36.00
Julie Bradley - Vernon House Caretaker	250.00
Npower – Sensory Garden lights 30/10/18 to 13/02/19	98.68
Npower – Vernon House 1 st November 2018 to 31 st January 2019	514.31

Peter Salter – Caretaking / Booking / Cleaning fee	437.50
Peter Salter – Expenses	63.84
Pipe Solutions – supply and fit sink water heater Village Hall	458.56
Playdale Playgrounds – Annual Inspection fee	234.00
PMB Joinery – Remove and refit Village Hall main doors	90.00
Village Hall Caretaker / Booking Secretary (paid 28/1/19)	449.49
Yorkshire Local Councils Association – Procedures, Power and Policy course Cllr. Mrs Green paid 16/2/19)	45.00
Yorkshire Water – Allotments Acaster Lane quarter four	58.15
Yorkshire Water – Allotments Appleton Road quarter four	80.71
Yorkshire Water – Sports Pavilion quarter four	153.66
Yorkshire Water – Vernon House quarter four	23.05
Yorkshire Water – Village Hall quarter four	113.84
Bishopthorpe Orchard – Martins of York Ltd, skip hire (paid 22/1/19)	144.00
Bishopthorpe Orchard - RV Roger – Nursery stock, winter planning	178.00
On-Line Payment Total	£4,464.44

Total Payments	£5,341.95
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7.2 Income Total

Acaster Lane Allotment plot 16b	10.00
Annual Glebe rent refund	225.00
City of York Council - Double taxation claim 2018/19	9,275.46
Duel Energy – Automatic credit following switch to Eon	84.77
Sports Turf Services refund due to incorrect presentation of invoice	134.40
Vernon House – December 2018	155.00
Vernon House January takings	224.00
Village Hall Management Committee February	170.00
Village Hall takings – January	394.00

Income Total	£10,672.63
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Approval of financial transactions proposed by Cllr Nicholls and seconded by Cllr. Jemison.
Carried Unanimously.

- 19/26 8 **School Governors**
 - 8.1 *Infants School* – Nothing to report.
 - 8.2 *Junior School* – Nothing to report.
- 19/27 9 **Parish Council Youth Awards**
 - 9.1 *Committee Report* – Nothing to report.
- 19/28 10 **Pinfold**
 - 10.1 *Committee Report* – Nothing to report.
- 19/29 11 **Sensory Garden**
 - 11.1 *Committee Report* – Nothing to report.

- 11.2 *Floor lights* – The Parish Council pays £98 per quarter for the power supply to the floor lights. It has been noted that these do not appear to be working and the question was asked if it was prudent to contact Npower to discontinue the supply as its only use was to power the lights on the Christmas tree in December.

It was agreed that Cllr. Mrs Conley would ask the library if their power supply could be used for the Christmas tree each year, with the Parish Council reimbursing the cost to them. If this was agreed the Clerk will be requested to terminate the contract with Npower. **Action Cllr Mrs Conley**

- 11.3 *Mosaic update* – Nothing to report.

19/30 12 **Police Liaison**

- 12.1 *North Yorkshire Police Force* – The following report was received from Gillian Baldwin, Police Volunteer

“1st January – 31st January 2019

20th – 18.49hrs – 2 people on motor scooter on cycle path behind The Orchard riding up and down; happens frequently. Noted for passing attention.

20th – 20.22hrs – kids on bikes and moped outside the Co-op causing a nuisance and intimidating customers who use the cash machine. Ongoing problem with them riding across the road with no regard to traffic. Local officers to liaise with the Co-op

7th – Front window of library has been smashed by glass bottle. Glass not broken, just shattered. No CCTV.

18th – C.02.00hrs attempted break-in at house in Drummond View; solar lights and wing mirror on car on drive damaged. No sign of damage to doors or locks. Advice to be offered by PCSO.”

19/31 13 **Local Council Association**

- 13.1 *Yorkshire Local Councils Association* – Cllr. Harrison reported that Julian Sturdy MP attended the last Yorkshire Local Councils Association meeting.
- 13.2 *Latest bulletin from the Chief Executive of the National Association of Local Councils* – Noted.
- 13.3 *White Rose Update January 2019 edition – emailed to all 31/1* – Noted.
- 13.4 *Yorkshire Day 2019 – Whitby Town Council* – Noted.
- 13.5 *Local Government Ethical Standards – A review by the Committee on Standards in Public Life (CSPL)*- Noted.
- 13.6 *Chief Executive’s Bulletin 1st February 2019* – Noted.
- 13.7 *Training Programme March to April 2019* – Noted.
- 13.8 *White Rose Update February Edition* – Noted.

- 19/32 14 **Highway Matters**
14.1 None
- 19/33 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 *Parish and Town Council elections Thursday May 2nd* – Nomination packs are due imminently (Nominations to be returned to West Office by the Parish Councillor between 27th March and 3rd April) – details to follow. Cllr. Harrison confirmed that he will publish an article in Link magazine and Bishopthorpe Community Facebook page to seek candidates to promote an election in May.
- 15.2 Others
15.2.1 *Email from Dave Rayner regarding Scope textile banks* – Noted.
- 19/34 16 **Ward Committee**

Nothing to report.
- 19/35 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

 - Cllr. Jemison reported that Cllr. Mrs Gajewicz has agreed to undertake the role of Village Hall Management Committee Secretary following the resignation of Cllr. Mrs Conley from the role.
- 19/36 18 **Date and time of next meeting – Tuesday 28th March 2019, 7pm – at the Village Hall**

Meeting closed at 9.24 pm