

Minutes of the meeting held at the Village Hall on Tuesday 23rd April 2019.

The Chairman opened the meeting at 7.05 pm.

Two parishioners attended the meeting.

Mr Mike Waldie of Main Street addressed the meeting to report problems with cars parking in The Courtyard. These have increased in recent months and Mr Waldie puts this down to the success of the café 'But First' and the bike shop both located at Home Farm on Main Street. Parked cars are causing problems by blocking driveways and double parking in The Courtyard and Mr Waldie fears that Emergency Services may be obstructed if called upon to attend an incident. The Parish Council was asked if there was a way in which the cars could be 'dissuaded' to park in The Courtyard without the need of double-yellow lines.

Cllr. Harrison thanked Mr Waldie for bringing this issue to the notice of the Parish Council but advised that this must be referred to the City Council for action as it falls outside the remit of the Parish Council. It was suggested that a single white line across driveways may be the answer. The Clerk was asked to contact the City Council to raise the issue. **Action Clerk.**

Mr Peter Slater of Dringhouses (the Village Hall Caretaker) attended the meeting to ask if the Parish Council was happy to allow a booking for Cllr. Grabowski to be held at the Village Hall on the 15th June 2019. Cllr. Grabowski stressed that he was asking permission of the Council, via Mr Salter, to ensure that there would be no conflict of interest. The Councillors had no problem granting permission for the party to go ahead.

Mr Waldie and Mr Salter left the meeting at 7.15pm.

The April meeting of Bishopthorpe Parish Council commenced at 7.16pm.

Council Members Present:

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

19/55 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.

19/56 2 **Apologies for absence.**

Cllr. Mrs Gajewicz

19/57 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda. No matters were declared.

19/22 4 Minutes of Meeting 26th March 2019

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

19/58 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **46 Acaster Lane.** Erection of one detached dwelling. 19/00540/FUL. Objection

5.1.2 **30 Appleton Court.** First floor rear extension. 19/00456/FUL. No Objection

5.1.3 **The Manor Barn, Middlethorpe.** External alterations and associated works to existing outbuildings, including conversion of park of existing barn into self-contained living accommodation and reconfiguration of existing driveway. 19/00429/FUL. No Objection

5.1.4 **5 Montague Road.** Single storey side and rear extension and formation of access and driveway. 19/00518/FUL. No Objection – comments made that this development would increase the area of impermeable ground and the Parish Council would prefer to see the proposed block driveway to be constructed from semi-permeable materials.

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

5.2.1 **1 Lang Road.** Crown reduce five holly and one conifer by 33% - protected by Tree Preservation Order cyc16. 19/00426/Tree Preservation Order. **(No Objection)**. Approved

5.2.2 **23 Croft Court.** Two storey and single storey side and rear extensions following demolition of existing side projection. 18/02820/FUL. **(No Objection)**. Approved

5.2.3 **The Chantry, Chantry Lane.** Variation of condition 2 (approved plans) of permitted application 16/01288/FUL for alterations to external doors, bay window and fire escape to The Chantry and alterations to single storey side extension to Magnolia Cottage (retrospective). **(No Objection)** Approved

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

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters

- 5.4.1 *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 decision is expected following the Local Elections on 2nd May.*

Cllr. Mrs Conley reported that she continues to call for Mr Slater, from the City Council Planning Team, to attend an on-site meeting at the site of Greenfields on Sim Balk Lane.

19/00418/FUL Barbank House 1 Croft Court: Cllr. Mrs Conley was asked to contact the City Council to ensure that Parish Council planning responses are added to the planning applications on the web page. These are currently being omitted despite the City Council being requested to add them on. **Action Cllr Mrs Conley**

19/59 6 **Services**6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report – Cllr. Jemison reported that the damaged floor covering on the main staircase has been replaced.*

Cllr. Harrison questioned whether the white masonry paint needs re-painting as it is discolouring again. There may also be problems with the guttering at the rear of the building and it was suggested that the whole of the back wall may need re-pointing. Cllr. Jemison was asked to investigate these issues. **Action Cllr Jemison**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report – Following a recent Committee Meeting it was agreed that focus will be given to the following areas:*

- Removing and replacing the guttering – after the new fascias are attached.
- Replacing the porous toilet floor covering
- Installation of wall hooks

Play Group has provided a quote for installation of double glazing: the Committee are seeking two further quotes. It was agreed that a contribution will be requested from Play Group before this work progresses, in addition to the completion of a formal lease between Play Group and the Parish Council.

Dennis King Electrical has completed the full, five-year, test which highlighted a few small electrical alterations are needed at a cost of £195.22. Cllr Nicholls was requested to instruct Dennis King to go ahead with the work. **Action Cllr. Nicolls**

- 6.2.2 *White Rose Donation – Following a lengthy discussion it was agreed that White Rose representatives will be invited to the May meeting to answer further questions before the Parish Council agree to donate £5,000 to their new facilities at Sim Balk Lane.*

Cllr. Harrison stated that questions will be given to the Club in advance and requested all Parish Councillors to email questions to him within the next seven

days. Cllr. Harrison will then issue the invite to the Club.

6.2.3 *Update on damp problem* – The report is expected shortly.

6.2.4 *Letter from Savills proposing a rent increase for the Glebe to £500 (currently £450) per year* – The Clerk was asked to see when the last increase was implemented before the Parish Council agree to the new increase to £500. **Action Clerk.**

6.3 Finance Committee

6.3.1 *Committee Report* – The Internal Auditor is to attend a meeting with the Clerk on 25th April to discuss this year's Audit. A full meeting of the Finance Committee will be held before the May Parish Council meeting to sign off the accounts.

The Clerk has completed all year-end HMRC returns.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Cllr. Jemison reported that the gate belonging to the Feoffees (on the riverbank) is now open most of the time.

6.4.2 *Removal of damaged tree by the riverbank* – The fallen tree on land owned by St Andrew's Trust is scheduled to be removed on Friday 25th April. The Trust was asked to contribute towards the cost of the removal but is unable to do so due to lack of funds. The full cost will be met by the Parish Council to ensure that the path remains open to the many villagers who use it daily.

6.4.3 *Riverside caravan site and tents* – Cllr. George was asked to chase this matter with the City Council. **Action Cllr George**

6.4.4 *Moorings and sight of river* – A letter was sent to the Feoffees concerning the untidy river bank and the fencing. Cllr. Mrs Green requested that the Clerk send a copy of the letter to the Clerk for the Charity Trustees. **Action Clerk.**

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

6.4.6 *York Marine Services request for groundwork permission* – York Marine Services has requested Parish Council permission to terminate their utilities (for the new restaurant) in the Parish Council owned car park at the bottom of Ferry Lane. This is not acceptable to the Parish Council and York Marine Services has been asked to re-route the pipes to terminate on their land.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – Cllr. Jemison reported no issues from the park inspection this month.

A quote of £440 including VAT has been received to replace six cubic metres of bark. Cllr. Jemison was instructed to accept the quote.

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

6.5.2 *Damage to perimeter fence* – Further investigations in to the replacement of the damaged fencing and edging boards is ongoing.

6.5.3 *Damage to vertical logs / insurance cover* – Refer to 6.5.2

6.6 Allotments

6.6.1 *Monthly Report* – Cllr. George reported that three people recently gave up their plots. There are currently thirteen people on the waiting list for both sites.

6.6.2 *Clearance of bank at Appleton Road Site* – Cllr. George reported that he organised a communal ‘clear-up’ day at the site to remove rubbish dumped on the bank. It was suggested that Brunswick Organic Nursery should be approached to build a number of large compost bins which could be placed at the bottom of the bank to prevent random dumping of rubbish in future. Cllr. George offered to contact Brunswick Organic Nursery to enquire about the cost. **Action Cllr. George.**

6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report* – Cllr. Mrs Green reported that Vernon House hosted the Community Venues meeting recently.

Attendance at the many varied groups who use Vernon House remains constant but it is very difficult to grow numbers.

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* – The next meeting of Bishopthorpe Library Friends is due to be held on Monday 29th April. The next event is a talk by author Penny Thorpe about her debut book ‘The Quality Street Girls’. This will take place on 16th May – tickets are available from the Library at a cost of £5 each.

6.9.2 *Christmas Tree* – Cllr. Mrs Conley reported that Richard Williams Electrical has provided a report regarding the technicalities of supplying the Christmas tree with electricity, for Explore.

6.10 Environmental, Sustainability and Accessibility Issues

6.10.1 *Monthly Report* – Cllr. Mrs Green confirmed that the annual subscriptions for Bus Forum and York Environmental Forum have been paid for the year going forward.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Cllr Nicholls confirmed that the draft plan has been submitted to the City Council for approval.

6.12 Bishopthorpe Orchard

6.12.1 *Committee Update* – The ground has been prepared and grass and wild flower seed sown. Fruit trees will be planted in the Autumn.

19/60 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 Duel Energy Village Hall Electricity	107.00
Monthly direct debit to E-on Village Hall Gas	252.00
PWLB – Play Area loan repayment	1,723.77
Bishopthorpe Orchard – Table fee for Bishopthorpe Gala	10.00
Total Amount paid	£2,510.77

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	681.00
Clerk’s Expenses- (£0.00)	0.00
Village Hall Caretaker / Booking Secretary	437.50
Village Hall Caretaker expenses (Cleaning materials, paper towels, key and stamps)	26.92
Julie Bradley - Vernon House Caretaker	250.00
Julie Bradley - Vernon House Caretaker expenses	0.00
Carol Henk – Sports Pavilion cleaning	120.00
Carol Henk – Sports Pavilion cleaning expenses	0.00
York Environment Forum – Annual membership fee	10.00
York Bus Forum – Annual membership fee	10.00
City of York Council - Rates Vernon House	1301.15
City of York Council - Rates Village Hall	544.32
City of York Council - Rates Sports Pavilion	2520.77
Savills – Cricket Field annual rent	150.00
Savills – Allotments Acaster Lane annual rent	72.50
Yorkshire Local Councils Association – Annual subscription	738.00
Fulprint – Vernon House name banner	42.00
Pipe Solutions – new tap men’s toilet Sports Pavilion	28.56
Andrew’s Garden Services – Play Area grass maintenance (09/18 to 03/19)	330.00
Ainsty Internal Drainage Board – Annual Fee	1.41
PRS PPL Music Licence – Annual fee (up 131% since 2018)	298.96
City of York Council - Waste disposal quarterly fee – Village Hall	60.56
City of York Council - Waste disposal quarterly fee – Sports Pavilion	55.75
Npower – Vernon House Electricity 1 st Feb to 31 st March 2019	333.40
A Powell – Sensory Garden gate locking	84.00
 Bishopthorpe Orchard – Compost	50.94
 On-line payment total	£8,147.74
Payment Total	£10,658.51

7.2 Income Total

Village Hall Management Committee – April receipts (1)	205.00
Village Hall Management Committee – April receipts (2)	516.50

Income Total	£721.50
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Approval of financial transactions proposed by Cllr. Mrs Green and seconded by Cllr. Grabowski. Carried Unanimously.

19/61 8

School Governors

8.1 *Infants School* – Nothing to report.

8.2 *Junior School* – Cllr. Mrs Green reported that concerns have been raised regarding the new metal fence which has been erected around the perimeter of the school as it excludes a number of mature trees. These were formerly maintained by the School but now cannot be easily accessed.

Cllr. Harrison reported that the Lollypop Lady on Appleton Road has reported serious issues with cars, to the School’s Travel Group. A request for a speed activated sign has been made but this would not work as the approach is too short to gather an accurate reading. A motion speed sensor may be the solution.

19/62 9

Parish Council Youth Awards

9.1 *Committee Report* – Nothing to report.

19/63 10

Pinfold

10.1 *Committee Report* – Nothing to report.

19/64 11

Sensory Garden

11.1 *Committee Report* – Nothing to report.

11.2 *Mosaic repairs* – Nothing to report.

19/65 12

Police Liaison

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

“1st to 31st March

Anti-Social Behaviour

23rd 22.19hrs – ¾ youths riding around on cycles with CD players playing very loud music in Keble Park South; shouting abuse at people. Officers attended but no sightings.

29th 2043hrs – Egg thrown at car driven down Beech Ave by male on bike; no damage to car; driver put this incident on Bishopthorpe Community Facebook page and others have reported having the same done. Group of approx. 10 youths.

Burglary

19th 08.43hrs – One laptop stolen from a building in Brunswick Organic Nursery – part of lock to door missing. No CCTV available and caretaker who lives on site didn't see or hear anything.

Violence

23rd 01.09hrs - fight outside Village Hall involving 5 youths aged c.20; no weapons seen. Officer despatched but all disappeared by the time they arrived."

- 19/66 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association Update – Nothing to report.*
13.2 *NALC's Star Council Award – Noted.*
13.3 *White Rose Update – Forwarded to all Councillors for information.*
- 19/67 14 **Highway Matters**
14.1 Nine photographs have been taken of vehicles obstructing the bus stop at the top of Acaster Lane. These will be passed to the City Council with a call to reconsider their refusal to paint a bus clearway box on the road to prevent congestion in this busy area.
Action Clerk.
- 19/68 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 None
15.2 Others
15.2.1 None
- 19/69 16 **Ward Committee**
Nothing to report.
- 19/70 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
 - Cllr. Mellors tendered his resignation to the Chairman. The Chairman thanked Cllr. Mellors for his considerable commitment, of over twenty-three years, to Bishopthorpe Parish Council both as a former Chairman and Parish Councillor. In addition, Cllr. Mrs Conley gave her personal thanks to Cllr. Mellors for his help and guidance in her role of Planning Committee Chair. Cllr. Mellors will be greatly missed.
- 19/71 18 **Date and time of next meeting – Tuesday 28th May 2019, 7pm – at the Village Hall**

Meeting closed at 8.42 pm