

Minutes of the meeting held at the Village Hall on Tuesday 24th September 2019.

The Chairman opened the meeting at 7.00 pm.

Two members of the public attended the meeting: Mrs L Holmes and Mrs J Morris representing Bishopthorpe Playgroup. Mrs Morris explained that the purpose of their visit was to report the state of the Group's finances to the Parish Council, as the Group is concerned that figures reported in previous Parish Council minutes do not give a clear representation of their financial position. Mrs Morris stated that in the last financial year (year-end July 2019) the group will show a loss of £9,000. The Parish Council were advised that the Group is funded, primarily, by a government grant which is received at the beginning of their academic year. Any other funds are raised from fund-raising activities, without which, the group may not survive.

In reply Cllr. Harrison stated that in their audited accounts registered on the (publicly available) Charities Website their 'Statement of Cash Resources as at 31st July 2018' shows reserves of £72,488 for their year-end July 2018. The Chairman asked what that figure will be for July 2019 but Mrs Morris was unable to provide the answer, referring the Chairman to the Playgroup Treasurer who was not present at the meeting. Mrs Holmes and Mrs Morris are concerned that the cash reserve figure mis-represents the actual financial standing of the Group to the wider public and once again, confirmed that they will report a £9,000 loss this financial year.

Mrs Holmes asked what work / upgrades the Parish Council is prepared to undertake to the Sports Pavilion. Cllr. Harrison replied that the Parish Council is currently obtaining quotes and, where funds allow, will look to replace the windows and toilet and consider an upgrade to both the kitchen and shower facilities. These upgrades will be taken over a period of time and may have to be part-funded by a loan from the Public Works Loan Board as the Parish Council cannot afford this cost from its own limited resources.

Mrs Holmes and Mrs Morris left the meeting at 7.26 pm.

Speaker: Vicky Murray, Environment Agency – update on flooding plans.

Vicky Murray and Kathy Stevenson from the Environment Agency attended the meeting by invitation to give an update on the proposed flood prevention plans for Bishopthorpe. Ms. Murray began by stating the one hundred and seventeen properties are currently at risk from flooding in the village: the new flood scheme aims to protect these.

The village is susceptible to flooding from both the River Ouse and also from a surcharge of river water back through the rain water drainage system along Chantry Lane. The new flood alleviation scheme aims to address both problems to try to minimise damage to properties. It is proposed that alterations will be made to the dell wall in Bishopthorpe Palace grounds, to section off water in the dell and allow this to become an effective functional flood plain. Additionally, it is proposed that a new flood wall will be built that will incorporate a flood gate in front of St Andrew's Old Church on Chantry Lane. The gate will be controlled by the Environment Agency and will be closed when the river level becomes dangerously high. Ms. Murray explained that in order to make changes to the dell wall, sixteen trees will be felled in the Palace grounds. At the moment, the Environment Agency is exploring all possible alternatives to retain the trees and have promised that any that cannot be saved will be replaced.

The Environment Agency will hold a public consultation in the Village Hall on the 24th October which will highlight the plan in detail. Following the public consultation, it is expected that a planning application will be submitted during November. It is hoped that the new flood alleviation scheme will be in place for Winter 2020.

Cllr. Harrison thanked Ms. Murray and Mrs Stevenson for attending the meeting and confirmed that the Parish Council will work closely with them to ensure Bishopthorpe has an effective flood prevention scheme.

Ms. Murray and Mrs Stevenson left the meeting at 8.05 pm

The September Parish Council meeting commenced at 8.07 pm

Council Members Present:

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

19/156 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.

19/157 2 **Apologies for absence.**
Cllr. Grabowski

19/158 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.

19/159 4 **Minutes of Meeting 27th August 2019**

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

19/160 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **The Old Church Yard, Chantry Lane.** Erection of flood defences and repairs to St Andrew's Cross. 19/01510/LBC. Any work would have to concur with the Environment Agency's proposal (above). The Parish Council is therefore unable to comment.

5.1.2 **90 Acaster Lane.** Two storey rear extension. 19/01556/FUL. No Objection but comments made with regards to a window which may overlook neighbours.

5.1.3 **97 Keble Park South.** Two storey side extension and single storey front and rear extensions. 19/01732/FUL. No Objection

5.1.4 **11 Lang Road.** Erection of new dwelling following demolition of existing dwelling. 19/01898/FUL. No Objection

5.1.5 **The Homestead, Moor Lane.** Erection of extension to connect house to garage / barn and conversion of barn / garage to living accommodation. 19/01899/FUL. No Objection

- 5.1.6 **The Stable Yard, Chantry Lane.** Erection of detached garden store building to rear. 19/01489/FUL. No Objection
- 5.1.6 **43 Copmanthorpe Lane.** Single storey front extension, single storey side extension, ground floor and first floor side extension. 19/01783/FUL. No Objection
- 452 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **Victoria Cottage, 2 New Lane.** Reduce Hawthorne trees to hedge proportions – protected by Tree Preservation Order CYC16. 19/01813/Tree Preservation Order. **(Decision will be left to the City Council arboreal experts).** 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 – An appeal has been made to the Secretary of State by the Parish Council. Cllr. Harrison confirmed that he will contact the City Council to discuss this issue.
- 5.4.2 **Invitation to Mike Slater, City Council to attend a site meeting at Greenfield, Sim Balk Lane** – Cllr. Mrs Conley continues to chase this matter.

19/161

6

Services

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report* – Cllr. Grabowski emailed the following update before the meeting:
- Feedback regarding the new Facilities Manager is positive.
 - No progress has been made with the heating system but the Facilities Manager is contacting a plumber.
 - It was agreed that the hall can close over the Festive period at the request of the Facilities Manager. **Action Clerk.**
 - The November Parish Council meeting will be held in Vernon House to prevent a clash of booking with Camera Club. Cllr. Mrs Green to book Vernon House. **Action Cllr Mrs Green**
- Cllr. Mrs Green requested that the Village Hall car park should be closed for twenty-four hours commencing Friday 11th October. Cllr. Mrs Green to advise the Facilities Manager. **Action Cllr Mrs Green**
- 6.1.2 *Painting of Village Hall outdoor masonry* – Cllr. Jemison advised that the masonry is falling off because the roof is leaking making the front wall permanently wet. Following extensive research with various contractors three quotes for a replacement roof have been obtained. A long discussion concluded that it is prudent for the Parish Council to replace the faulty roof.
- Cllr. Jemison proposed that the quote from TA Roofing for £7,141 plus VAT be accepted. This was seconded by Cllr. Harrison and agreed unanimously.

- 6.1.3 *Confirmation of Village Hall capacity regarding fire regulations* – Advance Fire Solutions, the Company who undertake the bi-annual fire inspection, are unable to provide the Parish Council with an answer regarding the capacity of the hall under Fire Regulations. It is thought that the number allowed in the hall is 90 persons at any one time but this must be verified by the Fire Authority. Therefore, North Yorkshire Fire Authority will be contacted to undertake an inspection of the building and to give advice on this matter. **Action Clerk.**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr Nicholls reported that he has obtained numerous quotes for repairs and updates at the Sports Pavilion. It was agreed that the changes to the toilet facilities will take priority and a decision will be made at the October Parish Council meeting when all quotes have been received. Cllr. Harrison suggested that the Parish Council may need to borrow funds from the Public Works Loan Board and offered to investigate the application procedure. **Action Cllr Harrison**

Cllr Nicholls proposed accepting a quote from J.G. Windows for £2,900 for replacement windows at the Sports Pavilion. This was seconded by Cllr. Harrison and agreed unanimously.

- 6.2.2 *Key cutting code requested by Playgroup* – Cllr. Harrison holds a number of spare keys for the Sports Pavilion. Cllr Nicholls suggested that a key holder register should be put in place before any new keys are issued and offered to contact Playgroup. **Action Cllr. Nicolls**

- 6.2.3 *Playgroup – Tree survey of trees in woodland area* – The Group has requested the Parish Council arrange a tree survey of trees near the building. Cllr. Jemison offered to contact a tree surgeon who has undertaken work for the Parish Council previously. **Action Cllr Jemison**

6.3 Finance Committee

- 6.3.1 *Committee Report* – The Clerk confirmed that the Audited Accounts are produced on a ‘payments and receipts’ basis to the External Accountants, LittleJohn Accountants, who were happy to sign off this year’s accounts on that basis.

6.4 Field 84, Riverside and Footpaths Working Party

- 6.4.1 *Update* – Cllr. Jemison reported that York Marine Services appear to have undertaken building work in the Parish Council owned car park without first seeking permission. It was agreed that a letter will be sent to the owner to establish details. **Action Clerk.**

- 6.4.2 *Ferry Cottage and new mooring lease* – Cllr. Harrison continues to liaise with the Parish Council’s solicitors to finalise the lease.

6.5 Youth Support and Children’s Recreation

- 6.5.1 *Monthly park inspection update* – Cllr. Mrs Green reported few problems in the park during September. The new bark is expected to be delivered this week.

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

6.5.2 *Damage to zip wire* – Playdale have made repairs to the wire as requested and returned it back to full working order.

6.5.3 *Hedge trimming to side entrance* – The Play Area gardener has quoted an amount of £350 to undertake work on the hedge. It was agreed that a contribution of £75 will be requested from the resident whose hedge is causing the obstruction. The work is scheduled for the 8th October. Should the resident trim the hedge back before that date, no charge will be made. **Action Clerk.**

6.6 Allotments

6.6.1 *Monthly Report* – Cllr. George reported that all plots are let.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Mrs Green reported that a Dementia Awareness Session has been arranged for 25th September.

The Parish Council received no notification that work was underway to houses on Vernon Close and that the car park on Maple Avenue would be used as a base for workers.

The Scouts have been advised to install an enclosed skip for their paper collection on the car park as discussed in the July Parish Council minutes.

6.8 Web Page Management

6.8.1 *Monthly update* – Cllr. Mrs Conley advised that the page is up to date.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Cllr. Mrs Conley reported that the Library walls have been painted and that willow screening has been erected to shield the bin area. A door to the garden will be funded by Link magazine.

Four events are upcoming:

- Fun Palace – 5th October 2019 - showing other people how to do crafts: e.g. Essential Oils, Knot Making (scouts), Hair plaiting.
- First Book group meeting – October 19th Saturday at 10.30 am.
- Junior Yoga for under 5`s on Wednesday 9th October 10.30. (Then once a month on the 2nd Wednesday).

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr. Mrs Conley reported that the York Environment Forum is proposing a visit Allerton Waste Disposal facility in the Autumn.

A ‘green-page’ web page may be established to give advice on random items for recycling.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Cllr Nicholls reported that only one volunteer has come forward from the entire village to help when an Emergency occurs.

6.12 Bishopthorpe Orchard

6.12.1 *Committee Update* – Cllr. Mrs Green reported the following items:

- The new, large, apple press has been tested prior to its first outing on Apple Pressing Day.
- Turf stripping is occurring at the Orchard on the 25th September.
- There will be a planting day on the 12th October.
- A drain has been discovered below a section of the Orchard – this is to be investigated.
- The project will finish at the end of October.
- A booklet on Bishopthorpe Orchards past, published by the project, will be on sale at the Library at the end of October.

19/162 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	237.00
Monthly direct debit to E-On Village Hall Electricity	92.78
Monthly direct debit to E-On Village Hall Gas	203.00

Total Amount paid	£532.78
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7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	681.00
Clerk's Expenses- (£0.00)	0.00
Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	45.16
Julie Bradley - Vernon House Caretaker	250.00
Julie Bradley - Vernon House Caretaker expenses	9.81
Carol Henk – Sports Pavilion cleaning	120.00
Carol Henk – Sports Pavilion cleaning expenses	0.00
Cllr. Mrs Green – Barnitts Ltd – Adhesive film for window	5.00
Cllr. Harrison – Tesco – Ink Cartridges	24.00
Sports Turf Services – Grass cuts sports field	134.40
Npower – Vernon House 30 June to 12 August 2019	388.42
Npower – Vernon House 1May to 29 June 2019	377.27
PKF Littlejohn Audit fee	360.00
Dennis King Electrical Ltd – repairs to Village Hall light switch	142.61
Andy Powell – Sensory Garden gate	84.00
Playdale Playgrounds Ltd – Site visit to look at aerial runway	126.00
Ainsty Landscapes – Annual Sports Pavilion tidy-up	200.00
Postage charges – special delivery for Planning Appeal	13.20
Bishopthorpe Orchard – Weed killer and grass seed	20.47

Bishopthorpe Orchard – Jenny Lever – various payments (6 in total)	83.56
Bishopthorpe Orchard – Brunswick Organic Nursery – potting & care of trees	144.00
Bishopthorpe Orchard – Naturescape Limited, bulbs and pots	416.87
On-line payment total	4,063.27
Payment Total	£4,596.05

7.2	Income Total		
	Village Hall Booking – P Gregg, direct payment		80.00
	Village Hall – August takings		398.00
	National Westminster Interest		6.25
	Income Total		£484.25

Approval of financial transactions proposed by Cllr. Mrs Green and seconded by Cllr. Mrs Conley. Carried Unanimously.

- 19/163 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Cllr. Mrs Green reported that it has not been possible to relocate a donated greenhouse to the school’s grounds. Gardening Club will finish at the end of the month.
- 19/164 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – Cllr. Mrs Green reported that an article has been prepared for Link magazine to advertise this year’s competition. New applications forms will be made available in the Chemist, The Post Office and the Co-op. The competition deadline will be 9th December.
- 19/165 10 **Pinfold**
- 10.1 *Committee Report* – Cllr. Mrs Gajewicz reported no issues.
- 19/166 11 **Sensory Garden**
- 11.1 *Committee Report* – Cllr. Mrs Gajewicz reported that quotes to re-varnish the bench, dedicated to former Parish Councillor Kelvin Neale, were underway.
- 11.2 *Mosaic update* – Cllr. Mrs Gajewicz reported that the Junior School is keen to be involved in the renovation / repair to the mosaic. Cllr. Mrs Gajewicz reported that she has also contacted a professional mosaic restoration company and will obtain a quote for the work.
- 11.3 *Christmas Tree lights* – Cllr. Mrs Green reminded the meeting that the lights around the village Christmas tree fused last year and need replacing. Richard Williams Electrics has sourced a set from Bradford City Council.
- Cllr. Harrison proposed purchasing the lights from Bradford City Council for the sum of £260. This was seconded by Cllr. Mrs Green and agreed unanimously. Cllr. Mrs Green to advise Richard Williams. **Action Cllr Mrs Green**

- 19/167 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Nothing to report.

- 19/168 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Cllr. Harrison will attend the next branch meeting on the 3rd October.
- 13.2 *Consultation on proposed reforms to permitted development rights to support the deployment of 5G and extend mobile coverage* – Noted.
- 13.3 *White Rose Update* – Noted.
- 19/169 14 **Highway Matters**
- 14.1 *Bishopthorpe Social Club – pathway* – The issue has now been resolved.
- 19/170 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *Minster Lions of York – Rocking Rudolph Christmas Programme* – Bishopthorpe is visited by the Rotary Club Christmas float each year and it was agreed that a visit from two Santa Claus would be confusing for children!
- 19/171 16 **Ward Committee**
- Ward Committee update report from Ward Councillor Cllr. Galvin:*
- Cllr. Galvin was invited but did not attend the September Parish Council meeting.
- Although requested by the Parish Council, no Ward update report from Ward Councillor Cllr. Galvin has been received.
- 19/172 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- None
- 19/173 18 **Date and time of next meeting – Tuesday 22nd October 2019, 7pm – at the Village Hall**

Meeting closed at 9.47 pm