

Minutes of the meeting held at the Village Hall on Tuesday 22nd October 2019.

The Chairman opened the meeting at 7.02 pm.

Two members of the public, Mr and Mrs Darley of Montague Road, attended the meeting to observe.

Council Members Present:

Cllr. Harrison (Chairman), Cllr. George and Cllr. Jemison.

19/174 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.

19/175 2 **Apologies for absence.**

Cllr. Mrs Conley, Cllr. Mrs Green, Cllr. Mrs Gajewicz, Cllr. Grabowski and Cllr Nicholls

19/176 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. Jemison declared an interest in item 7.1.2

19/177 4 **Minutes of Meeting 24th September 2019**

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

19/178 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. Decision to be made by City Council

5.1.2 **90 Acaster Lane.** Two storey rear extension. 19/01556/FUL. No Objection

5.1.3 **35 Acaster Lane.** Variation of condition two of permitted application 18/01425/FUL. 19/01927/FUL. No Objection

5.1.4 **Bracken Lodge, 10 Main Street.** Change of use of dwelling house / guesthouse (mixed Use Class C3/C1) to single dwelling house (Use Class C3). 19/02020/FUL. No Objection

- 5.1.5 **The Chantry, Chantry Lane.** Internal and external alterations including erection of a conservatory and timber garage / car port and internal remodelling of coach house. 19/01953/LBC. Decision to be made by City Council
- 5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **Wildlife and Countryside Act 1981 S14 – City of York Council. Application to record a public footpath from Chantry Lane Bishopthorpe to Ferry Lane, Bishopthorpe.** The appeal cannot proceed as the right of appeal only applies when the authority (City of York Council) has made a decision not to make an Order following an investigation into the application. There is no right of appeal if the authority rejects the application as invalid (not properly made) or the authority decides to make an Order that differs from the application. (The original application of 2006 was not properly made). *There is no right of appeal.*
- 5.2.2 **90 Acaster Lane.** Two storey rear extension. 19/01556/FUL. **(No Objection but comments made with regards to a window which may overlook neighbours).** Approved
- 5.2.3 **1 Lang Road.** Variation for condition two (approved plans) of permitted application 18/02309/FUL to reduce size of garage, veranda and extension, change bin store to open porch, alternations to garage and veranda roof and removal of two rooflights to side elevation. 19/01746/FUL. **(Application withdrawn).** Approved
- 5.2.4 **1 Keble Park South.** Single storey front extension (re-submission). 19/01762/FUL. **(No Objection)** Approved
- 5.2.5 **Barbank House, 1 Croft Court.** Erection of two storey detached dwelling. 19/00418/FUL. **Objection (over-development of a small site).** Refused
- 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 from City Council (and 5.2.1). Noted.
- 5.4.2 **Invitation to Mike Slater, City Council to attend a site meeting at Greenfield, Sim Balk Lane** – Cllr. Mrs Conley is chasing the City Council to arrange a site meeting.
- 5.4.3 **Outline planning permission for up to 516 residential units with local centre, public open space with pavilion and associated infrastructure and full application for demolition of existing buildings and structures and creation of ecological protection and enhancement zone. 18/02687/OUTM.** Notice that a public enquiry will be held on the 12th November at York City Church, The Citadel, Gillygate, York YO31 7EA, opening at 10am and scheduled to last for twelve days. The Chairman asked Cllr. George to submit an objection regarding this development. **Action Cllr George.**

The objection should include reference to the following points:

1. The development may lead to an unacceptable increase in traffic on an already busy road. Moor Lane is heavily congested at both the Tadcaster Road and the A1237 junctions at least twice a day.
2. Local GP surgeries are already stretched - 512 more households; over 1,000 more patients, would put the service under pressure.
3. The sewer in Moor Lane will need to be upgraded for 1,024 more toilets, 512 more washing machines/dishwashers/baths etc. That would cause major disruption of a busy single-lane road.
4. Network Rail was concerned about the development being so close to the East Coast Main Line. Children are bound to trespass to see the trains.
5. A deer-proof fence was proposed for the southern perimeter. That would also enclose smaller mammals like hedgehogs and badgers who need to wander two kilometres a night to forage for food. It could lead to a local zoological disaster.
6. The disruption in the water table caused by the development could destroy the unique Askham Bog, which has been there since the last Ice Age.
7. It's not just on Green Belt, it's also Agricultural Land which will be affected. There are two agricultural buildings in the proposed area which would need to be destroyed.

The Chairman took the opportunity in the meeting to again stress that Bishopthorpe Parish Council does not support this planning application.

19/179

6 Services**6.1 Village Hall Management Committee**

- 6.1.1 *Management Committee Report* – Nothing to report.
- 6.1.2 *Painting of Village Hall outdoor masonry / Village Hall roof* – Repairs to the leaking flat roof are progressing. It was agreed that the exterior painting may be left until better weather conditions in the Spring.
- 6.1.3 *Caretaker Vacancy* – The vacancy has been filled and the new Caretaker will start at the beginning of November.
- 6.1.4 *Confirmation of Village Hall Fire Capacity* – Following concerns raised about the fire capacity of the Village Hall by the Caretaker, the Clerk arranged a visit from a Business Fire Safety Inspector from North Yorkshire Fire and Rescue Service. At the meeting held on site on the 15th October the Inspector declared the building compliant with the Regulatory Reform (Fire Safety) Order 2005.

The fire capacity of the building was stated to be lower than previously expected and this was to be conveyed to both the current caretaker and the Ebor Player Drama Group. The Inspector also suggested that pyrotechnics should not be used by any hirer.

Following the Parish Council meeting it came to the attention of the Parish Council that previous Councillor Lisa Thornton had undertaken a risk assessment along with the architect at the time of the refurbishment in 2009.

This had subsequently been discussed with the then Chief Fire Officer and he was content that the Village Hall was compliant with Fire Regulations and the current numbers associated with the Ebor Players Pantomime production.

This previous risk assessment was discussed with the Business Fire Safety Inspector from North Yorkshire Fire and Rescue Service and following confirmation that numbers had not increased it was decided that the 2019 Pantomime could go ahead as planned.

The Ebor Players also provided documentation of training by the Association of Stage Pyrotechnicians and a risk assessment for the use of theatrical pyrotechnics to ensure full safety procedures were in place. The Parish Council therefore agreed that under these circumstances the Ebor Players could use theatrical pyrotechnics.

The Clerk was asked to contact both the Ebor Players and the Caretaker to relay this information. **Action Clerk.**

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Reporting by email before the meeting Cllr Nicholls is in the process of obtaining quotes to update the kitchen and install new toilets. The roof cleaning has been delayed until half-term to provide least disruption to Playgroup. At the same time thirteen new double-glazed windows will be fitted. There has been no contact from the football club regarding spending the remaining part of the grant (£2,000).

6.2.2 *Tree survey – requested by Playgroup* – Cllr. Jemison to contact the arborist.
Action Cllr Jemison

6.3 Finance Committee

6.3.1 *Committee Report* – Cllr. Harrison confirmed pressure on Parish Council funds following Village Hall roof repairs and upgrades to the Sports Pavilion. It may be necessary to increase the precept and also a loan from the PWLB may need to be explored.

Currently the Parish Council holds £18k in a Post Office account as a reserve for major expenditure and it will be necessary for this to be switched to the main Nat West account to provide working capital going forward. **Action Clerk.**

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Cllr. Jemison advised that he will contact the owner of York Marine Services to establish site boundaries. **Action Cllr Jemison**

6.4.2 *Ferry Lane Cottage and new mooring lease* – Cllr. Harrison reported that further queries from the prospective lessee's solicitor, are considered to be over complex and unreasonable. Cllr. Harrison will call for a less complex document.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – Cllr. Harrison reported no major issues arising in this month's inspection. However, the Clerk was asked to postpone payment of £720.00 to Landscape Seeding Services (Item 7.1.2) as work on the

tunnel roof is not acceptable. Cllr. Jemison offered to contact the company.
Action Cllr Jemison The inspection kit was passed to Cllr. Mrs Gajewicz for the month going forward.

6.5.2 *Email from City Council, Proposals for £250k of Investment in to Play Areas in York* – Cllr. Harrison to reply.

6.5.3 *Hedge trim to entrance of park* – It proved unnecessary for the Parish Council to arrange a gardener to trim the hedge as the house owner did the job first.

6.6 Allotments

6.6.1 **Monthly Report** – Cllr. George reported that all plots are let and that there is a waiting list of eleven people. Rents charged for some allotments is well below the market rate i.e. some plots are charged a fee of only £5 per annum. It was agreed that a small increase should be applied to rents next year to keep pace with increases in water rates and maintenance of the two sites. Cllr. George proposed increasing rents by 10% for the year 2020/21. This was seconded by Cllr. Harrison and agreed unanimously.

6.6.2 *Proposal to add none-payment of £5 late fee to next year's invoice* – The initial allotment invoice, sent on the 1st September, asked for all rents to be paid by 1st October. Plot holders were advised that non-payment would attract an administration charge of £5. A number of plot holders did not pay by the 1st October and were sent a reminder with the £5 fee added to the balance. Two of those ignored the request for the administration fee and sent the rental amount overdue by Bacs transfer. Given that the rents are so small it was deemed unproductive to further chase the unpaid administration fee but it was agreed that it will be added to their rent due next year. **Action Clerk.**

6.7 Senior Citizens Support and Vernon House

6.7.1 *Monthly Report* – Cllr. Mrs Green looked after Vernon House whilst the Caretaker was on holiday and reported few issues. The users cooperated fully and there was very little cleaning to do

Cllr. George reported that he has set up a Face Book page for Vernon House.

Cllr. Mrs Green has investigated Ecotricity as a green supplier of energy for Vernon House and assured the Chairman that it will be cheaper than the current supplier, Npower. The Clerk was asked to begin the process of transferring providers. **Action Clerk.**

The former launderette will be used as a store room and has been fitted with a secure locking system.

A change in Post Office management in Bishopthorpe resulted in the refusal to change loose change in to notes for the Vernon House takings. Some months the amount of change is too heavy for the Clerk to carry to the Nat West. To resolve this issue, it was agreed that the Treasurer of Vernon House will pay the takings in to his personal account and then issue the Parish Council with a cheque and the Post Office receipt each month.

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* – Nothing to report.
- 6.10 Environmental, Sustainability and Accessibility Issues
 6.10.1 *Monthly Report* –. By email before the meeting Cllr. Mrs Green reported the following items:
- No accessibility issues other than at the Bus Stop in Acaster Lane. Cllr. Mrs Green will write this week to Marc Bichteman, Head of First Bus, to ask him to complain to City council on behalf of the drivers.
 - Regarding the loss of collection of foil from Maple Avenue, a container will go into the Club car park collecting foil for SNAPPY. However, this is dependent on a volunteer coming forward to empty it regularly and take the foil to an address near the Hop Grove. An article in November LINK will explain the issue and call for a volunteer.
- 6.11 Community Emergency Planning
 6.11.1 *Monthly update* – Reporting before the meeting by email, Cllr Nicholls is waiting for a reply from the City Council to confirm if the ‘team’ (of one volunteer) is large enough to continue.
- 6.12 Bishopthorpe Orchard
 6.12.1 *Committee Update* – The project is nearing completion and thanks were passed to Morwenna Christian for undertaking the venture. An underspend of £439 on the project has occurred and this amount will be paid back to the Heritage Fund by the Parish Council.
- Reporting before the meeting Cllr. Mrs Green confirmed that there were problems relating to the weather on Apple Pressing Day which was held on Sunday 13 October. Next year Cllr. Mrs Green suggests closing the car park mid- day Saturday to mid-day Sunday. If it is raining the tables can be arranged in the main hall to created pedestrian access and reserve parking spaces for apple pressing attendees only. Cllr. Mrs Green will need more Parish councillors to help with this event to make it a success– she was on her own this year. **Action All Councillors**

19/180

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	139.44
Monthly direct debit to E-On Village Hall Gas	203.00
PWLB – Loan repayment, Keble Park Play Area	1,700.17

Total Amount paid

£2,279.61

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	681.00
Clerk's Expenses- <i>Stamps £14.64, 2020 Desk Diary £9.99, Folder £3.80</i>	28.43
<i>Ink Cartridges – Black £36.94, Coloured £24.99</i>	61.93
<i>Office value copier paper – 5 reams of 500 sheets</i>	21.95
Village Hall Facilities Manager	0.00
Village Hall Facilities Manager expenses	0.00
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
Npower – Vernon House *	388.42
Ainsty Landscapes – Cricket field cuts	680.00
TA Roofing – 50% deposit payment for Village Hall roof	3741.00
AOL – for quarter ending September plus phone calls	55.39
Sports Turf Services – Grass cuts to Ferry Lane	201.60
J.G. Trade Windows Ltd – Window replacement / soffits & guttering	2900.00
City of York Council - Waste removal, Village Hall	60.56
City of York Council - Waste removal, Sports Pavilion	55.75
Andy Powell – Sensory Garden gate opening / closing	84.00
* <i>Landscape Seeding Services Ltd – Astro turf repairs tunnel Play Area</i>	720.00
Ashfield Leisure – 100 bags of woodchip for Play Area	700.80
Bradford City Council – String of Christmas tree lights for Sensory Garden	312.00
Bishopthorpe Orchard – Weed killer	9.99
Bishopthorpe Orchard – Ian Jemison Engineering, apple press wheels & materials	42.00
Bishopthorpe Orchard – Northern Fruit Group	115.00
Bishopthorpe Orchard – Bishopthorpe History Group research fees	500.00
Bishopthorpe Orchard – Pressfruit, fruit press and bag	192.40
Bishopthorpe Orchard – Muddy Faces, various	86.56
Bishopthorpe Orchard – Nature Sign Design – lectern	1,038.00
Bishopthorpe Orchard – Radius Publishing Ltd, booklet production	1600.00
Bishopthorpe Orchard – Bramble Signs, bespoke sign	109.98
Bishopthorpe Orchard – Andrew Crace, plant tags and character punches	390.50
Bishopthorpe Orchard – Vistaprint, 24 Circle Stickers	11.83
Bishopthorpe Orchard – Brunswick Organic Nursery, tree stakes etc	414.00
Bishopthorpe Orchard – M Christian, various	30.68
Bishopthorpe Orchard – Jenny Lever, various	50.74
Bishopthorpe Orchard – M Christian, various	90.58
On-line payment total	£15,745.09
Payment Total	£18,024.70

7.2 Income Total

Vernon House August	378.50
City of York Council, Second Precept for 2019/20	15,500.00
Allotment rents paid by cheque	32.00
Allotment rents paid on line	441.00
Village Hall Room Booking – Environment Agency	160.00
Late allotment annual fee 15b – does not include £5 fee	10.00
Village Hall Management Committee (46) September	542.50
Late allotment annual fee 13a	5.00

Income Total	£17,069.00
---------------------	-------------------

Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr. George. Carried Unanimously.

19/181 8

School Governors

8.1 *Infants School* – Nothing to report.

8.2 *Junior School* – At a recent meeting of Travel Group in September the Crossing Lady expressed her concerns that cars are travelling over Appleton Road bridge at speed which may result in a fatal accident one day. The Police have been contacted to conduct speed checks at school times. However, it was suggested that a speed calming device outside the entrance of Brunswick Organic Nursery may help to slow traffic before it crosses the bridge. The Clerk was asked to contact Highways to request a survey. **Action Clerk.**

19/182 9

Parish Council Youth Awards

9.1 *Committee Report* – An article will appear in November Link Magazine to advertise the competition. The new application forms will be made available in the Co-op, Post Office, Pharmacy and Library. Cllr. Mrs Green will contact the schools and groups at the beginning of November.

19/183 10

Pinfold

10.1 *Committee Report* – Nothing to report.

10.2 *Letter from Bishopthorpe History Group* – Bishopthorpe History Group contacted the Parish Council to ask if, under their new initiative ‘We Hear’, one of their hearing posts could be sited in the pinfold. After much debate it was agreed that the Parish Council feel that this would be better placed in the Sensory Garden, which could provide the security of being locked overnight. Cllr. Harrison to contact Mrs Hayward. **Action Cllr Harrison**

19/184 11

Sensory Garden

11.1 *Committee Report* – Nothing to report.

11.2 *Mosaic update* – Nothing to report.

11.3 *Broken gate lock* – Cllr. Jemison offered to look into the issue.

- 19/185 12 **Police Liaison**
12.1 Ward Manager's Report – Noted.
- 19/186 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association* – Noted.
13.2 *White Rose Update – emailed to all 3/10* – Noted.
13.3 *Yorkshire Local Councils Association List of Branch Meeting Dates* – Noted.
13.4 *Consultation for the Parish Sector – The Redmond Review* – Noted.
13.5 *Yorkshire Local Councils Association Course - Chairmanship Training Events* – Any Councillor interested in attending a course, please contact the Clerk.
13.6 *Yorkshire Local Councils Association 2020 Branch Meeting Dates* – Noted.
13.7 *VE Day 75 – 8th May 2020* – Noted.
- 19/187 14 **Highway Matters**
14.1 *Acaster Lane – Bus Lay-by request* – Cllr. Galvin has passed this request to the City Council on behalf of the Parish Council.

14.2 *Email from Mr Chalk* – Mr Chalk contacted the Parish Council to complain that cyclist using footpaths in the village are making it dangerous for pedestrians. Cllr. Harrison reported that unfortunately the Parish Council is unable to police this and whilst Mr Chalk has the sympathy and support of the Parish Council, there is no action that can be taken.
- 19/188 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 None

15.2 Others
15.2.1 *Friends of the Earth* – Noted.
- 19/189 16 **Ward Committee**

Ward Committee update report from Ward Councillor Cllr. Galvin:

Cllr. Galvin was invited but did not attend the October Parish Council meeting.

Although requested by the Parish Council, no Ward update report from Ward Councillor Cllr. Galvin has been received.
- 19/190 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

• None
- 19/191 18 **Date and time of next meeting – Tuesday 26th November 2019, 7pm – at Vernon House**

Meeting closed at 8.09 pm