

Minutes of the meeting held at Vernon House on Tuesday 26th November 2019.

The Chairman opened the meeting at 7.00 pm.

Two members of the public, Mr and Mrs Darley of Montague Road, attended the meeting to request that the Village Hall remain open over the Christmas holiday to allow the Badminton Club to meet. Cllr. Grabowski explained that it had been decided that the Caretaker should have a break over Christmas and therefore the decision had been made to close the hall for a fortnight. However, if the Caretaker agreed, the Badminton Club would be allowed to use the hall on the condition that the Group(s) leave the hall as they find it. The heating will remain turned off, as planned. Cllr. Grabowski to confirm details with the Caretaker. **Action Cllr Grabowski**

Mr and Mrs Darley remained to observe the meeting.

The November Parish Council commenced at 7.10pm.

Council Members Present:

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

19/192 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.

19/193 2 Apologies for absence.

Cllr. Harrison and Cllr. Mrs Conley

19/194 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.

19/195 4 Minutes of Meeting 22nd October 2019

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

19/196 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 deferred – The submission from the Parish Council was that any work of this nature would

have to concur with the proposals that the Environment Agency already has for the village. Until it is known that there is a consensus on this and that:

1. The Environment Agency has been sent the proposals and
 2. It will fit in with, and not impede, anything that they have already planned
- **Then the parish council is unable to comment** further.

- 5.1.2 **90 Acaster Lane.** Two storey rear extension. 19/01556/FUL. Decision deferred – **No objection** but it is noted that the new landing window may overlook the neighbour's garden and impinge on their privacy. A request was made that this window is fitted with glass with a suitable obscurity rating. (This has subsequently been approved and the City Council took note of the Parish Council's request for obscure glazing and enshrined it in the terms of the approval.)
- 5.1.3 **4 Bridge Road.** Two storey side extension and single storey front and rear extensions. 19/02190/FUL – **No Objection**
- 5.1.4 **The Chantry, Chantry Lane.** Single storey side extension to create conservatory and link between main house and coach house, erect new detached three care timber garage and car port. 19/01952/FUL – **No objection:** The City Council planning officers must consider this case.
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **The Stable Yard, Chantry Lane.** Erection of detached garden store building to rear. 19/01489/FUL (**No Objection**). Approved
- 5.2.2 **43 Copmanthorpe Lane.** Single storey front extension, single storey side extension, ground floor and first floor side extension. 19/01783/FUL. (**No Objection**) Approved
- 5.2.3 **11 Lang Road.** Erection of new dwelling following demolition of existing dwelling. 19/01898/FUL. (**No Objection**) Approved
- 5.2.4 **97 Keble Park South.** Two storey side extension and single storey front and rear extensions. 19/01732/FUL. (**No Objection**). Approved
- 5.2.5 **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**). Approved
- 5.2.6 **25 Ramsey Avenue.** Flat roof dormer extension to front roof slope. 19/02058/FUL. (**No Objection**). Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 None
- 5.4 Other Planning Matters
- 5.4.1 *Barwood Strategic Land II LLP – Outline Planning Permission, Moor Lane, Acomb. Public Inquiry – 12th November for three consecutive weeks – The Inquiry is on-going. The result will be closely followed by the Parish Council who have formally objected to this planning proposal.*

- 5.4.2 *Invitation to Mike Slater, City Council to attend a site meeting at Greenfield, Sim Balk Lane – update* – By email received before the meeting Cllr. Mrs Conley reported that some plans and aerial photographs had been received from the City Council last month. They showed that it was the intention to use greenbelt land to add to the owner's garden. The Parish Council objected to this proposal.

A meeting with Mike Slater is necessary to discuss the implications of the proposal. Cllr. Mrs Conley will continue to chase Mr Slater.

- 5.4.3 *Public Footpath Acaster Malbis 9 & Public Footpath Bishopthorpe 3 Modification Order 2019. Email from City Council* – Before the meeting by email Cllr. Harrison advised that he is arranging a meeting with the City Council to discuss this issue.

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6 Services**6.1 Village Hall Management Committee**

- 6.1.1 *Management Committee Report* – Cllr. Grabowski reported that Melanie Haynes has taken over as the new Caretaker and is settling in to the role well.

Bishopthorpe History Group contacted the Clerk to report that the Pageant Post, which had been left in the small meeting room, is missing. The Post was last used in the 2000 Pageant (and in every Pageant before that) and is a valuable historical artefact of the village. Anyone with any knowledge of the missing post is asked to contact Linda Haywood of Bishopthorpe History Group directly.

- 6.1.2 *Painting of Village Hall - outdoor masonry* – The work will be undertaken in Spring 2020. The Clerk was asked to remove the item from the Agenda until that time. **Action Clerk.**

- 6.1.3 *New Lift Servicer required* – The Clerk explained how the current lift contractor – Aire Valley Lift Services – are unreliable and asked the Council to consider replacing them. Cllr. Grabowski offered to research a new provider. **Action Cllr Grabowski.** The current Inspection Schedule expires on the 18th December and it was agreed that the lift should be marked 'Out of Order' after that date until it has been inspected again. **Action Clerk.**

- 6.1.4 *Ebor Players – Fire risk assessment and Public Liability Insurance, request for copies* – The Chairman of the Ebor Players provided copies of the documents as requested but it was noted that the Public Liability Insurance document expires on the 6th December – with the pantomime ending on the 7th. A copy of the new schedule has been requested. **Action Clerk.**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr Nicholls reported that the double-glazing contractor is due to start installing the windows at the end of the month.

Bishopthorpe Cricket Club have agreed that they will paint the interior walls if the Parish Council will provide the paint. Cllr. Mrs Gajewicz proposed that the Parish Council will cover the cost of paint. This was seconded by Cllr Nicholls and agreed unanimously.

Cllr Nicholls researched obtaining a grant from Sports England but

unfortunately grants are not available for capital expenditure for football or cricket clubs.

6.2.2 *Tree survey – request by Playgroup* – Cllr. Jemison reported that he has contacted the arborist to undertake a survey of the trees.

6.2.3 *Quote for replacement kitchen from Carl Winn Building and Joinery* – To date two quotes have been obtained for repairs / renewal of the kitchen.

Cllr. Grabowski explained that due to the unexpected expense of repairs to the Village Hall roof, the Parish Council is not in a position to go ahead with the changes to the Sports Pavilion kitchen at the moment and this must be deferred until the new financial year.

6.2.4 *White Rose Football Development – issue with Dump Truck*. In an email received from Cllr. Harrison before the meeting, it was described how a dump truck pulled out in front of a child cyclist on the cycle path at the site of the new football pitches on Sim Balk Lane. An accident was avoided by the quick thinking of the parent. Cllr. Harrison wished for this to be included in the minutes, as a note of caution to other cyclists.

6.3 Finance Committee

6.3.1 *Committee Report* – No recent meeting.

6.3.2 *Draw down of Post Office account* – It was agreed the funds held in the Post Office Account (£18,598.69) should be transferred to the current account held at the National Westminster to boost working capital. Cllr. Mrs Green proposed that the Post Office account should be closed and the balance transferred to the National Westminster current account. This was seconded by Cllr. Jemison and agreed unanimously. **Action Clerk.**

6.3.3 *Ferry Cottage Mooring Lease* – Cllr. Harrison is chasing this matter.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Nothing to report.

6.4.2 *York Marine Services Service connection box and underground storage tanks* – Cllr. Jemison reported that the boundaries of Parish Council land with York Marine Services land, are to be agreed before this issue can move forward.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly park inspection update* – Cllr. Mrs Gajewicz reported no issues for the last month.

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

6.5.2 *Scout Paper Collection* – Regretfully it is reported that the 1st Bishopthorpe Scout Group monthly village paper collection has come to an end after twenty-one years. The hire of the skip now exceeds the amount raised from the paper collection and it not financially viable for the Scouts to continue.

6.6 Allotments

6.6.1 *Monthly Report* – Cllr. George reported that the one vacant plot has just been re-let. There now remains five villagers and five non-villagers on the waiting

list.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – The AGM for Vernon House is expected to be held in February 2020: date to be confirmed.

6.7.2 *Vernon House – Transfer of electricity supply from Npower to Ecotricity* – Cllr. Mrs Green reported that the transfer of the electricity supply to Ecotricity went smoothly.

6.7.3 *Dementia Friendly Village Appellation* – Cllr. Mrs Green offered to contact Yorkshire Local Councils Association to enquire how Bishopthorpe Parish Council could obtain the Dementia Friendly Village (Parish Council) Appellation. **Action Cllr Mrs Green**

6.8 Web Page Management

6.8.1 *Monthly update* – The web page is up to date.

6.9 Bishopthorpe Library

6.9.1 *Monthly update – By email received before the meeting Cllr. Mrs Conley gave the following report:*

Library News November 2019

Events

- In October, the library took part in a national “Fun Palace” event where people came along to public spaces to learn new skills. The Library had a busy morning with people sharing techniques of hair braiding, face-painting and using essential oils.
- The Railway Talk was a sell-out event.
- The Community Carols will be held on Wednesday 4th December at 19.30. It’s a free event with festive drinks and nibbles on offer.
- The new book club met on Saturday 19th October and 16th November. New members are always welcome – details from the library.
- If anyone has an idea for an event they’d like to see at the library, call in and chat with Sonia or Lorraine or phone on 01904 552678.

There’s no December meeting.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report – By email received before the meeting Cllr. Mrs Conley gave the following report:*

Environmental News November 2019

From the York Environment Forum:

- There will be a review of the bin wagon fleet.
- The number of electric car charging points will be extended.

- New weed control techniques that are less harmful to wildlife will be trialled.
- There will be a start of a tree survey in the city.
- The Wildlife Trust has launched a crowd-funding appeal for legal expenses for the Askham Bog enquiry.
- The lack of pedestrian/cycle priority in public transport consultation issues was noted.
- One Planet York funding ceased at the end of October 2019.

Environmental news for Bishopthorpe:

Cllr. Mrs Conley reported that many hedgehogs have not yet hibernated but there are extremely few insects about at this time of year. Please continue to leave cat/kitten biscuits out for them so they can survive the winter period.

Cllr. Jemison asked the Clerk to contact the City Council to ask why residents are asked to separate their recycling material in to specific bins which then appear to be mixed together on collection. **Action Clerk.**

Cllr. Mrs Green reminded the meeting that the Grand Recycling Day will be held in Bishopthorpe Village Hall on Saturday 11th January. All Councillors are asked to help on the day. **Action All.**

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Cllr Nicholls reported that only one volunteer came forward to offer help from the entire village. It is however, possible for the project to continue and Cllr Nicholls will attend a meeting on the 16th December with the City Council to discuss how the plan will be put in to practice.

6.12 Bishopthorpe Orchard

6.12.1 *Committee Update* – Cllr. Mrs Green reported that the project ended on the 31st October when the responsibility for the Orchard passed to the Parish Council. Cllr Nicholls questioned its financial burden on the Parish Council going forwards and this matter will be discussed by the Finance Committee.

The National Lottery Heritage Fund confirmed that the underspend of the project, £439, can be retained by the Parish Council and used towards the upkeep.

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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	216.20
Monthly direct debit to E-On Village Hall Gas	203.00

Total Amount paid	£656.20
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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 – Jo Paver October payment	437.50
Village Hall Facilities Manager expenses	13.21
Village Hall Caretaker – Melanie Haynes, November payment	437.50
Village Hall Caretaker – expenses	48.78
Julie Bradley - Vernon House Caretaker	250.00
Julie Bradley - Vernon House Caretaker expenses	25.50
Carol Henk – Sports Pavilion cleaning	150.00
Carol Henk – Sports Pavilion cleaning expenses	8.95
* Andrew's Garden Services – Grass cuts	330.00
Dennis King Electrical Ltd – strip-light repairs Sports Pavilion	46.74
Dennis King Electrical Ltd – PAT testing Sports Pavilion	151.50
* TA Roofing – remaining balance for repairs to Village Hall roof	3741.00
* Business Stream – Vernon House	26.79
Pipe Solutions – Boiler repair, Village Hall	254.87
Allied Westminster – Village Hall Insurance (£1802.73 2018/19)	1876.05
Savills (UK) Ltd. - Allotment rent – Acaster Lane	72.50
Sports Turf Services – Grass cuts sports field	134.40
* Savills (UK) Ltd. – Cricket Field rent	150.00
Andy Powell – Sensory Garden gate close / open daily	108.00
* Vernon House – Npower 13 th August to 31 st October	98.92
Rebecca Clark – Play Area gate (7/7/19 to 23/11/19)	420.00
* Business Stream – Sports Pavilion water supply	149.38
* Mirfield Tree Services – Various trimming to playground at Sports Pavilion	250.00
Rawcliffe Guttering Solutions – Repair guttering at Sports Pavilion	250.00
Business Stream – Water supplied to Village Hall	224.82
Business Stream – Water supplied to Appleton Road Allotments	30.93
On-line payment total	10,368.34
Payment Total	£11,024.54

7.2

Village Hall Management Committee (47) October takings	192.00
Vernon House September takings	328.50
Village Hall Management Committee (48) October takings	125.00
Vernon House October takings	448.00
Income Total	£1,093.50

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

- 19/199 8 **School Governors**
- 8.1 *Infants School* – A letter was received from the Chair of Governors at Bishopthorpe Infant School highlighting the School’s increasing difficulty over the last few years to manage their finances due to reductions in funding. The School is currently looking at improving the footpath close to the entrance hall and are seeking a donation from the Parish Council towards the estimated £3k cost of repairs.
- The Parish Council is not allowed, by law, to donate funds to Schools because they are under Local Authority control. It was suggested that the School should apply for Ward Committee funds. **Action Clerk.**
- 8.2 *Junior School* – Cllr. Mrs Green reported that the Christmas Fayre was a success although fewer numbers came through the door due to bad weather on the day.
- 19/200 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – A new nomination form has been left in the Chemist, Library and Post Office and it is hoped that this will generate nominations. The deadline for nominations is 4pm on the 9th December.
- The presentation of this year’s award will be made on the Grand Recycling Day on the 11th January in the Village Hall. Reverend Helen Freeston, the new Methodist Minister, will act as Judge this year.
- 19/201 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 19/202 11 **Sensory Garden**
- 11.1 *Committee Report* – Cllr. Mrs Gajewicz reported that she is still making enquiries into renovating the wooden memorial bench.
- 11.2 *Mosaic update* – A professional mosaic restoration artist has been contacted to provide a quote for repair to the broken floor mosaic.
- 11.3 *“We Are Hear” Project by Bishopthorpe History Group* – Nothing to report.
- 19/203 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Report noted. Cllr. Mrs Green reported that the Bishopthorpe PCSO will attend the Grand Recycling Day and that the Police will be available to security mark bicycles on the day.
- 19/204 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Training programs have been made available by webinar by Yorkshire Local Councils Association.
- 13.2 *Yorkshire Local Councils Association – Woodland Trust, Tree Charter Day* – Cllr Nicholls offered to get in touch with ‘Treemendous’ to enquiry about planting trees in Field 84. **Action Cllr. Nicolls**
- 13.3 *NALC Chief Executive’s Bulletin, 25 October 2019* – Noted.
- 13.4 *General Election 12 December 2019 – Guidance for local councils* – Noted.
- 13.5 *YLCA and NALC Membership Subscription Fees for 2020/2021-* Noted.

- 13.6 *NALC Chief Executive's Bulletin- 8 November 2019* – Noted.
13.7 *White Rose Update – emailed 14 November 2019* – Noted.
13.8 *Unauthorised Encampments – Police involvement* – It was noted that the Police now have increased powers to deal with unauthorised encampments.

19/205 14 **Highway Matters**

- 14.1 *Appleton Road – request for traffic calming measures outside Brunswick Organic Nursery* – The Parish Council reported this issue to the City Council and were advised that the Crossing Lady had already reported this and had also made a Police report.
- 14.2 *Acaster Lane Bus Lay-by* – A request was made by the Parish Council for a bus lay-by to be constructed on Acaster Lane (near to the junction of Keble Park South). The City Council have no funds available to do this.

19/206 15 **Correspondence**

- 15.1 City of York not covered elsewhere
15.1.1 None
- 15.2 Others
15.2.1 *Mr Chatard – Middlethorpe Hall. Request for support to retain a traditional street light outside the Hall* – It was agreed that a letter of support will be sent by the Parish Council to retain the traditional street light outside Middlethorpe Hall. **Action Clerk.**

19/207 16 **Ward Committee**

Ward Committee update report from Ward Councillor Cllr. Galvin:

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

Although requested by the Parish Council, no Ward update report from Ward Councillor Cllr. Galvin has been received.

Cllr Nicholls and Cllr. Mrs Conley attended the Ward Committee meeting held on Monday 25th November. Cllr Nicholls reported that the following items were discussed:

- Brunswick Organic Nursery thanked the Ward Committee for the financial grants made to the Charity from Ward funds. Amongst other things many daffodils have been planted around the village which should appear in the village next Spring.
- First Bus made a presentation and it was reported that the dangerous junction of Acaster Lane with Main Street has been included in the City Council highways plan to paint double yellow lines around the bend to stop parking near the bus stop.
- Two new traffic calming signs are to be erected in the village.
- The Ward Committee meeting minutes will be made more readily available in future.
- A grant of £500 has recently been made to the Bowls Club.
- Bids for new grants from the Ward Committee are invited – with application to Cllr. Galvin.

19/208 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. Grabowski confirmed that Lisa Thornton will be joining the Parish Council in January 2020.
- Cllr. Mrs Green encouraged Councillors to download the 'Village Walls Festival' app

which shows twelve York locations and thirty overhead locations in the city.

19/209 18 **Date and time of next meeting – Tuesday 21st January 2020, 7pm – at the Village Hall.**

Meeting closed at 8.35 pm