

Minutes of the meeting held at the Village Hall on Tuesday 25th February 2020.

The Chairman opened the meeting at 7.00 pm.

Four members of the public were present.

Mrs O'Brien of Lang Road attended the meeting to ask who owns the triangle of grass intersecting Beech and Maple Avenue. The reason for the enquiry, she explained, was because the grass is currently being misused with cars parked on it and she believes it could be an asset to the village that could eventually be lost. To safe-guard ownership it is necessary that the land is closed for a twenty-four-hour period each year and Mrs O'Brien asked if this had been done. Cllr. Harrison suggested that Mrs O'Brien should contact the City Council, who own the land, to ask if they had considered closing the area for the twenty-four-hour period each year.

Cllr. Harrison stated that the City Council did consider the site for building purposes a number of years ago but the plans never materialised. The existing houses on the corner of this land all have cars, which need access and the Parish Council has in the past suggested that the City Council should develop one formal driveway across the grass to the houses' individual driveways. Mrs O'Brien agreed to re-contact the City Council to question their future plans for the area.

Mr Cave of Keble Park Crescent asked the Parish Council who is responsible for hedges overgrowing the public footpaths as he wishes to report a hedge on the School Lane snicket. Cllr. Mrs Green replied that this is an item to be discussed at 14.2 on this Agenda. Mr Cave also reported that many fences have been wind-damaged in the Keble Park North area but Cllr. Harrison stated that these are the responsibility of the house-owners.

Mr Mellors of The Coppice attended the meeting to discuss inappropriate flooding alerts received from the Environment Agency at the 4am high tide (River Ouse). This is a matter that will be raised in the March meeting with the Environment Agency. He also questioned why piling will be necessary to prevent future flooding when the sandbags and the pump, which are currently installed on Chantry Lane, are working adequately to repel the current high flood water. Cllr. Harrison remarked that the Environment Agency had submitted plans to erect permanent flood defences that included piling to protect the village during high river levels and this could be discussed with the Environment Agency at the March Parish Council meeting.

Mrs Whittaker of Keble Park North (together with Mr Mellors) attended the meeting to discuss the possibility of converting the BT phone box on Main Street into a staging post to house a defibrillator. In principal it was agreed that this would be a good idea but it would necessary to wait until BT wish to take the call box out of commission first. Cllr. Harrison asked Mrs Whittaker to email the cost of conversion so that the item can be discussed further at the next meeting.

The public meeting ended at 7.25pm. Mrs O'Brien remained to observe the February Parish Council meeting.

The February Parish Council meeting commenced at 7.28 pm.

Cllr. Harrison welcomed Cllr Mrs. Pearson to her first Parish Council meeting.

Council Members Present:

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

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20/20 2 **Apologies for absence.** None

20/21 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 Green declared an interest in item 5.1.13

20/22 4 **Minutes of Meeting 21st January 2020**

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

20/23 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **5 The Courtyard.** Crown reduce maple in Tree Conservation Area. 20/00103/Tree Conservation Area. No Objection

5.1.2 **18 Coda Avenue.** Two storey side extension and single storey rear extension after demolition of existing detached garage and shed and insertion of three roof lights. 20/0064/FUL. Objection due to potential fire/explosion risk as specified in the Fire Safety Building Regulations Part B. The response from Bishopthorpe Parish Council is as follows:

We note that the garage is changing from a detached one to an integral one. The building regs state; "Internal doors to integral garages should be FD30 fire doors, and include smoke seals and self-closing devices. (These are the only doors inside a dwelling that require self-closing doors.) Garage floors should also be sloping outwards or at least 100mm lower at these doors to prevent fuel spillage leaking in to the home."

The Parish Council did not find such specifications in the planning application.

5.1.3 **8 Harcourt Close.** Erection of bungalow. 19/02653/FUL. Objection:

The plans appear to show that the houses to the rear of the proposed house, in Ramsey Avenue, will be overlooked by the second storey windows. The roof windows appear to be out of keeping with the lower-level housing surrounding the proposed new house.

The Environment Agency's website shows that this street, and surrounding one, is in an area that is subject to possible surface water problems at times of heavy rainfall. For this reason, the Parish Council does not believe that an increase in impermeable land in the present garden is a sound idea. The plans state a washed gravel, over hardcore, driveway is 'permeable' although semi-permeable may be a more accurate description. However, the footprint of the

house itself will not be.

It is clear from the neighbours that the existing foul water drainage system is unable to cope at times. Adding a further house with extra foul water will not be advisable unless the whole system is re-laid or overhauled.

- 5.1.4 **Proposed flood wall, Chantry Lane.** Flood alleviation works to include demolition of existing boundary wall and construction of new floodwalls and flood gate with associated landscaping and temporary construction compound. 20/00014/FUL.

The Parish Council does NOT object to the application and does not want prolonged discussions re the positioning of a temporary compound to delay the works but feels that neither of the proposed locations for the compound is ideal. A request has been made for the Parish Council to be included in all discussions about a location for the compound that is both suitable and safe.

- 5.1.5 **Proposed flood wall, Chantry Lane.** Listed Building Consent for demolition of existing boundary wall and construction of new floodwall and flood gate. 20/00015/LBC – refer to response 5.1.4

- 5.1.6 **65 Main Street.** Fell conifer in a Conservation Area. 20/00179/Tree Conservation Area. No Objection

- 5.1.7 **Brew House, Bishopthorpe Road.** Various internal alterations including new window opening and formation of archway in car park wall. 20/00091/LBC. No Objection

- 5.1.8 **Brew House, Bishopthorpe Road.** Change of use from residential and storage to office (use class B1), formation of window opening and new archway in car park wall. 20/00090/FUL. No Objection

- 5.1.9 **The Sycamores, Middlethorpe.** Conversion of part of dwelling to provide a self-contained dwelling. 20/00235/FUL. No Objection

- 5.1.10 **Middlethorpe Hall, Middlethorpe.** Fell Horse Chestnut tree in Tree Conservation Area. 20/00311/Tree Conservation Area. No Objection

- 5.1.11 **83 Main Street.** Conversion of coach-house to studio, installation of timber gates and fence, external alterations to dwelling house. 19/02694/FUL.

The Parish Council is concerned at the change from a semi-permeable gravel driveway to a flagged one. Priory Corner is adjacent to a part of the village that has seen several floods in recent years.

The drawings show a parked motor vehicle with people - and indeed a living space - above it. The Parish Council did not see any detail of how the exhaust fumes would be safely extracted to make the habitable space suitable for humans and animals to breathe.

For those two reasons, the Parish Council will **object** to this planning application

- 5.1.12 **83 Main Street.** Internal and external alterations with the conversion of coach-

house to studio, internal and external alterations to dwelling house including window opening to ground floor west elevation with timber sash window and alterations to north elevation conservatory. 19/02695/LBC Objection: refer to comments 5.1.11

5.1.13 **48 Main Street.** Single storey rear extension following demolition of existing outbuilding. 20/00185/FUL. No Objection

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

5.2.1 **23 Lamplugh Crescent.** Access ramp to front and new UPVC door. 19/02600/FUL. (No Objection) Approved

5.2.2 **Chestnut Cottage, Chantry Lane.** Reduce Willow by 33%; reduce by 33% and crown lift eight Lime trees in a Conservation Area. 20/0021/Tree Conservation Area. (No Objection) Approved

5.2.3 **The Palace, Bishopthorpe Road.** Various tree works including the felling of twenty-three trees in the Conservation Area. 20/00066/Tree Conservation Area. (No Objection): The Parish Council made the following statement – *“Whilst the Parish Council regret deeply the loss of so many trees, we understand the need for the flood prevention works requested by the Environment Agency. We would request that some or all of them are replaced by native hardwood trees elsewhere in the palace environs.”* - Further to a recent site visit by the City Council they confirm that the Local Planning Authority is not in total agreement with the proposals and the application is partially approved / partially refused.

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters

5.4.1 *Update - Barwood Strategic Land II LLP – Outline Planning Permission, Moor Lane, Acomb. Public Inquiry – Nothing to report.*

5.4.2 *Update - Invitation to Mike Slater, City Council to attend a site meeting at Greenfield, Sim Balk Lane – Work is happening on site – the Parish Council will call again for a meeting with the City Council.*

5.4.3 *Update - Public Footpath Acaster Malbis 9 & Public Footpath Bishopthorpe 3 Modification Order 2019 – The Parish Council objected to this application. The decision is awaited.*

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Services

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report – Cllr. Grabowski reported issues with the P A system installed in the hall and explained that there are no user instructions, leading to misuse and damage. Additionally, the system is ten years old and has no Bluetooth capacity. Cllr. Harrison suggested that Cllr. Grabowski could draft a ‘User Guide’ to be placed next to the system and could also look in to the cost of adding the Bluetooth facility. **Action Cllr. Grabowski***

The Caretaker has recently refused an evening booking for the hall on the grounds that alcohol would be served and Cllr. Grabowski asked for an official ruling on this matter. It was agreed that residents of Bishopthorpe will be

allowed to book the hall for evening functions but no bookings will be taken from non-residents. However, if alcohol is to be sold a licence will need to be obtained by the person booking the hall. **Cllr. Grabowski to inform the Caretaker.**

- 6.1.2 *New lift service provider* – Cllr. Mrs Thornton offered to contact a lift servicer based in the village to repair the damaged lift. **Action Cllr Mrs Thornton.**
- 6.1.3 *Charity Trustee Dispensation* – Cllr. Mrs Conley, Cllr. Grabowski and Cllr Pearson to sign.
- 6.1.4 *Issue of contract to new Caretaker* – Cllr. Harrison will forward details to Cllr. Grabowski to issue to the new Caretaker. **Action Cllr Harrison**
- 6.1.5 *Outside light* – Richard Williams Electrical Ltd has been instructed to install a light on the corner of the building to aid access for disabled users.
- 6.1.6 *Pancake Day – Saturday 21st March* – Cllr. Mrs Green explained that this event will be a product of a joint venture between the two churches in the village, to raise funds for the Church Urban fund. Tickets will be available for £5 and food will be served between the hours of noon and 1.30 pm on the day.
- 6.1.7 *Bike marking – police event.* – Cllr. Mrs Green has contacted the Police to invite them to attend the Pancake Day on the 21st March.
- 6.1.8 *“The Big Lunch”* – As reported in the January minutes the Big Lunch is

“.. an idea from the Eden Project, made possible by the National Lottery. Over six million people take part every year, creating and strengthening community connection across the UK. The next Big Lunch weekend is 6-7 June 2020 and local councils are being encouraged to either organise a public Big Lunch in the parish or facilitate/support community groups to hold a Big Lunch maybe by offering the use of a local council run community centre or park as a venue or working with principal authorities to organise road closures for a street party style Big Lunch. The aim is to bring together the community to reduce social isolation and loneliness, build stronger communities and support local charities. For more information and a free communications toolkit visit www.thebiglunch.com/councils”

It was agreed that the Parish Council would like to run this event at the Village Hall on Sunday 7th June. Cllr. Mrs Pearson explained that she wishes it to be a zero-waste event and to that end has contacted the Real Junk Food Project and York Food Hub seeking support to feed around seventy people from surplus food. As the aim of the project is to ‘reduce social isolation’ it was agreed that the target invitees would be people living alone. The day will be advertised and interested participants will be asked to register their interest in order that catering needs can be assessed. **Action Cllr Mrs Thornton and Cllr. Mrs Pearson**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr Nicholls reported that some shutters have been installed over the new windows but not yet all: leaving some exposed to damage from footballs.

- 6.2.2 *New kitchen* – The kitchen has been fitted and excess floor covering from another part of the pavilion used to create a new kitchen floor. The Clerk was asked to pay the outstanding balance (£2465.38) to APM Contracts (York) Ltd.
Action Clerk.
- 6.2.3 *Purchase of curtain material for Cricket Club use* – Cllr Nicholls reported that he is bringing together the Cricket Club and the Playgroup to decide how the meeting room can be shared.
- 6.2.4 *Tree survey request by Playgroup* – Cllr. Jemison has requested a copy of the tree report but it has not yet been received.
- 6.3 Finance Committee
- 6.3.1 *Committee Report* – Nothing to report.
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – The field is currently flooded.
- Bishopthorpe Canoe Club has been in touch to report that they have no changing space or toilet facilities and asked if the Parish Council would consider allowing a new (second) container in the car park. It was agreed that the best alternative would be to offer the use of the Sports Pavilion to the Club. Cllr. Harrison to provide a key. **Action Cllr Harrison**
- The owner of York Marine Services is in agreement to a fence being erected around the Canoe Club’s container to improve the visual effect and also suggested that the Club should consider re-painting it.
- 6.4.2 *New mooring* – Cllr. Harrison reported that the lease has been signed by the Parish Council.
- 6.5 Youth Support and Children’s Recreation
- 6.5.1 *Monthly park inspection update* – Cllr. Mrs Thornton reported that there were issues with the small wooden dividing posts in front of the swings. A number of these had been removed and thrown around the park but were replaced by Cllr. Mrs Thornton. When these need to be replaced in the long-term, it was agreed that the Parish Council will consider building a small fence.
- The inspection kit was passed to Cllr. Grabowski for the month going forward.
- 6.5.2 *Annual Inspection of Park* – The Inspection has been requested from Playdale who advised that they have a twelve-week lead in.
- 6.6 Allotments
- 6.6.1 *Monthly Report* – Cllr. George reported that two extra people have been added to the waiting list. Sustrans have been undertaking work on the embankment at the Appleton Road site recently.
- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
- 6.7.1 *Monthly Report* – Cllr. Mrs Green reported that a date of the AGM for Vernon House has not yet been decided.

6.7.2 *Payment of Npower final invoice* – A credit note for the disputed invoice has been received but no final bill has yet been provided by Npower.

6.7.3 *Community Fridge* – Cllr. Mrs Green asked for this item to be removed from the Agenda.

6.8 Web Page Management

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

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Cllr. Mrs Conley gave the following report:

- A willow screen has been fitted in the car parking area to improve the aesthetics. This was paid for by the Friends of Bishopthorpe Library.
- The Library is getting quotes for a side door to be installed to allow access to the Sensory Garden on warm days.
- A new Lego club may be run for children.

Events-

23/3 – A joint event with Dringhouses Library (at Dringhouses) ‘History of the Knavesmire: from pre-history to today’. Commencing at 6.15pm.

25/3 – Coffee morning with Susanna Smith talking about family history.

18/5 – A talk about Holgate Windmill at 7.30pm

4/7 – A games night

19/10 – A quiz night run by Roger Poyser

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr. Mrs Conley reported from the York Environment Forum:

- Exhibitions about York Central – City of York Council Offices at Station rise from 24/2 to 6/3; York Explore Library, Library Square from 24/2 to 1/3 and the Railway Institute Sports Club, Queen Street, 2/3 to 6/3.

Details of the Tremendous Report 11th February:

- A section of the Foss to Rufforth has been planted with wild flowers, hedgerow trees and taller trees. It is intended that further planting will be undertaken to form a continuous green wildlife corridor for Rural West York to encourage use by dog walkers, cyclists and horse riders.

6.10.2 *Flood information updates* – Regular emails have been received from the City Council during the recent February floods.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – It is hoped the Environment Agency will join the Parish Council’s March meeting to give an update on the proposed new flood defences planned for the village.

6.12 Bishopthorpe Orchard

6.12.1 *Committee Update* – Tremendous have asked permission to plant trees at the bottom of the Ferry Lane playing fields and Cllr. Harrison has contacted Savills

to request their permission. The Parish Council understand that this is permitted in the terms of the lease.

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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	199.00
Monthly direct debit to E-On Village Hall Electricity	159.25
Monthly direct debit to E-On Village Hall Gas	203.00
Ecotricity – Vernon House electricity supply	131.18
Total	£692.43

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	681.00
Clerk’s Expenses- <i>(Bulk buy battery pack – Dictaphone £10.00)</i>	10.00
Village Hall Facilities Manager	437.50
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	150.00
Carol Henk – Sports Pavilion cleaning expenses	0.00
Dennis King Electrical Ltd – PAT testing of Village Hall	126.00
J G Windows Ltd – Remaining balance payment (£4850-£3000)	1850.00
Cllr. George – refund for purchase of protective gloves (Play Area use)	6.99
Andy Powell – Sensory Garden gate	213.00
Cllr. Harrison – Expenses (Ink Cartridge replacement)	21.00
Business Stream – Water supply Village Hall	165.72
Business Stream – Water supply allotments – Appleton Road	36.44
Business Stream – Water supply Sports Pavilion	108.29
Simon Sykes Builders Ltd – repairs to Sports Pavilion roof tiles	90.00
A Gibby – Youth Award Winner	150.00
On-line payment total	4,295.94
Payment Total	£4,988.37

7.2 **Income Total**

City of York Council - Double Taxation 2018/19	5,300.37
Bishopthorpe Playgroup – December Quarterly rent	1,300.00
Ebor Players – Village Hall rental for 2019 Pantomime	1,141.50
Vernon House – December takings	277.00
Village Hall Management Committee (54) February Takings	389.00
Income Total	£8,407.87

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

- 20/26 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Cllr. Harrison recently attended a meeting of the Schools’ Travel Group. It was reported that the ‘No-Car’ day is having little impact on new parents and the school are considering a shock-tactic of placing school uniforms along the kerb of Kirkwell to highlight the issue. Congestion along School Lane and Kirkwell is very bad at the beginning and end of the school day.
- 20/27 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – Nothing to report.
- 20/28 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 20/29 11 **Sensory Garden**
- 11.1 *Committee Report* – Cllr. Mrs Gajewicz reported that Mrs Neale is still looking at the cost of making repairs to the bench.
- 11.2 *Mosaic repairs* – Nothing to report.
- 11.3 *Bishopthorpe History Group “We Hear” project* – update Cllr. Harrison has been in contact with the History Group who are making progress with this project.
- 20/30 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Noted.
- 20/31 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Cllr. Harrison attended the recent York meeting where the City Council answered questions regarding the mixing of recycling material.
- 13.2 *White Rose Update 24 & 31 January 2020, 10 & 21 February 2020.* – Cllr. Harrison encouraged Councillors to use the newly updated Yorkshire Local Councils Association website.
- 13.3 *NALC E-Bulletin – 2 February 2020* – Noted.
- 13.4 *Planning Training Seminars April 2020* – Noted.
- 20/32 14 **Highway Matters**
- 14.1 *Request from Mr Lockett to construct a bus shelter on Montague Road* – It was agreed that the Parish Council are unable to afford to fund this and Mr Lockett will be directed to contact Cllr. Galvin.
- 14.2 *Snicket between School Lane and Vernon Close – hedge obstruction (37 Maple Avenue)* – Cllr. Mrs Green asked the Clerk to write to the owner to ask that the hedge be trimmed.
Action Clerk.
- 14.3 *Phone box on Main Street* – Cllr. Mrs Green – as discussed at the beginning of the meeting.

- 20/33 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *City of York Council Plan for 2019-2023* – Noted.
- 15.1.2 *Millennium Trust* – Cllr. Harrison reported that he will attend a meeting of Millennium Trust on the 26th February to discuss winding up the Trust.
- 15.2 Others
- 15.2.1 *Email from Councillor Martin Rowley, Osbaldwick & Derwent Ward* – Cllr. Harrison read the email to the meeting as follows:
- “As well as being an active Ward and Parish Councillor, I am a member of the York RI Development Band which is part of the York RI Band Section. We rehearse every Wednesday and are made up of musicians who have many years’ experience, and those who like me are relatively new.*
- We already have a number of engagements throughout the year, but wanted to let you know that we are available for any Parish activity you might be planning, fetes, open days, galas etc. We have a good repertoire and come as a uniformed brass band with all our equipment. If there was a particular piece you wanted to include in our set then simply ask us. If we don't already play it, we will learn it for your event.”*
- 20/34 16 **Ward Committee**
- Ward Committee update report from Ward Councillor Cllr. Galvin:*
- Cllr. Galvin was invited but did not attend the February Parish Council meeting.
- Although requested by the Parish Council, no Ward update report from Ward Councillor Cllr. Galvin has been received.
- 20/35 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- None
- 20/36 18 **Date and time of next meeting – Tuesday 24th March 2020, 7pm – at the Village Hall**

Meeting closed at 8.50 pm