

**Minutes of the virtual meeting held at 7pm on Tuesday 28<sup>th</sup> April 2020.**

*The Chairman opened the meeting at 7.00 pm.*

*Following the Government's coronavirus guidelines on meetings, the April meeting of Bishopthorpe Parish Council was conducted by virtual media over Zoom. Members of the public had been invited to participate by first contacting the Clerk to obtain a joining code: no members of the public applied to take part.*

*(The Chairman asked the Councillors to raise their hand if they wished to comment or raise a question and stated that voting on Agenda items would be conducted by a show of hands.)*

**Council Members Present:**

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

20/37      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.*

20/38      2      **Apologies for absence.** None

*Councillor vacancy – Cllr. Harrison reminded the meeting that there is a Councillor vacancy on Bishopthorpe Parish Council following the resignation of Corinne Pearson on the 19<sup>th</sup> March 2020. The vacancy was advised to the City Council on the 20<sup>th</sup> March 2020 and formally publicised on Parish Council's notice board on the 29<sup>th</sup> March 2020. The City Council will advise Bishopthorpe Parish Council when the position can be filled by co-option.*

20/39      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 declarations of interests were declared.*

20/40      4      Minutes of Meeting 24 March 2020

Acceptance of the minutes was proposed by Cllr. Mrs Conley and seconded by Cllr. Mrs Thornton. Carried unanimously by all who attended the meeting. The minutes will be signed by the Chairman at the next physical meeting.

20/41      5      **Consideration of Planning Matters and recommendations of the Planning Group**

5.1      Notice of Applications received

5.1.1      **Proposed sports pitch development to the south east of 235 Tadcaster Road, Dringhouses.** Variation of condition two of permitted application 18/00251/FUL, FFL and ground levels to the pavilion. 20/00517/FUL. No Objection

- 5.1.2 **90 Acaster Lane.** Porch to front and replacement boundary wall to rear. 20/00594/FUL. No Objection
- 5.1.3 **50 Main Street.** Fell five conifer trees in the Tree Conservation Area. 20/00687/Tree Conservation Area. No Objection
- 5.1.4 **52 Acaster Lane.** Single storey side and rear extension, dormer to rear and boundary treatment to include installation of 1.8m high fence to front, side and rear elevations. 20/00439/FUL. **Amendment to proposal:** The materials have been altered on the rear extension and dormer (Original reply - No Objection). Objection – *to the white rendering on the surface – out of character with surrounding homes.*
- 5.1.5 **Thornton House, 64 Copmanthorpe Lane.** First floor gable to front, single storey rear extension, car port to side and external alterations including timber cladding finish and replacement windows throughout. 20/00631/FUL. No Objection
- 5.1.6 **19 Bridge Road.** Hip to gable roof extension with dormer to rear. 20/00682/FUL. Objection – *due to loss of privacy to the neighbours to the east.*
- 5.1.7 **54 Main Street.** Crown reduce height of three Conifer trees by 30% in the Tree Conservation Area. 20/00728/Tree Conservation Area. No Objection
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **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**) Refused.
- 5.2.2 **Middlethorpe Hall, Middlethorpe.** Fell Horse Chestnut tree in Tree Conservation Area. 20/00311/Tree Conservation Area. (**No Objection**). Approved
- 5.2.3 **The Sycamores, Middlethorpe.** Conversion of part of dwelling to provide a self-contained dwelling. 20/00235/FUL. (**No Objection**). Approved.
- 5.2.4 **Middlethorpe Manor.** Fell two Horse Chestnut trees and one Walnut tree in the Tree Conservation Area. 20/000548/Tree Conservation Area. (**No objection** to the removal of diseased trees; however, the Parish Council ask that they are replaced by native hardwood trees, preferably at a rate of two for every tree felled). Approved
- 5.2.5 **11 Lang Road.** Variation of condition two of permitted application 19/01898/FUL to account for reductions in extent of building and minor design changes. 20/00414/FUL. (**No Objection**). Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 None

5.4 Other Planning Matters

- 5.4.1 **Street Trading Consent.** The proposal is for a street trading consent travelling through Acaster Malbis (roadside), Bishopthorpe (Main Street) and Copmanthorpe (Recreation Centre) and would take the form of a small vehicle selling fresh fruit and vegetables Tuesday - Friday 11:00am until 14:00pm. The applicant proposes to use a contactless card machine. (Comments to [licensing@york.gov.uk](mailto:licensing@york.gov.uk) by 30th April 2020) – **Application withdrawn 14/4/20**

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6 **Services**6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Cllr. Grabowski reported that the Village Hall remains closed under the Government’s coronavirus Guidelines and there are no issues to report.
- 6.1.2 *Installation of light over disabled access (Richard Williams Electrical)* – Following strict social distancing guidelines Richard Williams Electrical is able undertake the light installation, over the disabled access, as planned. Cllr. Grabowski to contact the Caretaker to allow access to the building. **Action Cllr Grabowski**
- 6.1.3 *Lift Maintenance contract – York Elevator Services Ltd (email 5<sup>th</sup> March)* – Cllr. Harrison and Cllr. Mrs Thornton to investigate suppliers. **Action Cllr Harrison and Cllr. Mrs Thornton**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – The Sports Pavilion remains closed under the Government's coronavirus guidelines.

Cllr Nicholls reported that groups of youths continue to congregate outside the building in the Forest School and have set fire to a small number of wooden seats/blocks used by the children. Playgroup has moved the wooden blocks/seats to a different location to try to prevent this and the youths have been reported to the Police as they are breaking the coronavirus lockdown rules for public gatherings.

- 6.2.2 *Moles on sports field* – Cllr Nicholls reported that work to eradicate the moles on the sports field will be undertaken on Wednesday 29<sup>th</sup> April. Neighbouring houses will be advised by a leaflet drop (Cllr Nicholls – Wednesday 29<sup>th</sup> am.) All entrances will be secured by tape and a notice attached to the gates warning the public not to use the land for 48 hours. Cllr. Grabowski offered to post an update on the Community Facebook page to advise residents. **Action Cllr Grabowski**
- 6.2.3 *Purchase of curtain material for Cricket Club use* – It was agreed that no spending will be undertaken in the short-term by the Parish Council as a result of an uncertain income stream caused by the coronavirus outbreak.
- 6.2.4 *Written report on trees outside the Sports Pavilion – requested by Playgroup* – Cllr. Jemison to chase. **Action Cllr Jemison**

**6.3 Finance Committee**

- 6.3.1 *Committee Report* – The rates for Village Hall, Sports Pavilion and Vernon House were paid on the 1<sup>st</sup> April as requested by the City Council. However, as legislation is constantly evolving under the coronavirus crisis, it now appears that the Parish Council may be entitled to a refund. Cllr. Harrison is investigating this.
- 6.3.2 *Request to donate £300 to the Woodman Public House to provide a ‘soup kitchen’ for village residents in need* - The Councillors voted unanimously to help the Woodman continue to provide a ‘soup kitchen’ facility to those in need in the village by donating a sum of £300 to their cause. The Parish Council wish to commend the Woodman for this valuable contribution to Bishopthorpe at this time of crisis.
- 6.3.3 *Bishopthorpe Millennium Trust – Transfer of closing balance.* Cllr. Harrison reported that the Millennium Trust, which was set up as a registered charity in 2001 to administer funds raised by the Village Millennium Committee from events organized in millennium year, ceased on the 19<sup>th</sup> March 2020. The closing balance of £307.12 was transferred to the Parish Council and will be ring-fenced to be used to maintain the Community Orchard.
- 6.3.4 *Precepts* – Playgroup, Cricket Club, BUFC and White Rose have been informed that their precepts will be waived whilst the Village Hall and Sports Pavilion remain temporarily closed.
- 6.3.5 *Annual audit* – The Clerk has completed the annual audit of the Parish Council’s finances and the draft accounts have been passed (electronically) to the Internal Auditor. Contact has been made with the External Auditor, Littlejohn, to confirm that the submission date has been extended by one month to the 31<sup>st</sup> July 2020. The Parish Council Finance Committee will meet by virtual media to complete the Internal Audit in due course.

Cllr. Harrison thanked the clerk for her work on preparing the draft accounts for passing to our internal auditor. This is well within the timescales specified by the external auditor, Littlejohn.

Cllr. Harrison noted that the Parish Council draft accounts for the year ending March 2020 show a reserve of £35.9k. This shows a fall in reserves of 40% from the previous year’s figure of £59.9k and is a result of exceptional spending on the Village Hall and the Sports Pavilion to maintain those assets.

It was noted that spending on the heating at Vernon House, during the last year, appears to be unaccountably high. Cllr. Mrs Green suggested monitoring this over the coming months now that the energy provider has been switched from Npower to Ecotricity.

**6.4 Field 84, Riverside and Footpaths Working Party**

- 6.4.1 *Update* – Cllr. Jemison reported that the marina planning application may be resurrected by York Marine Services to develop the riverbank and install a pontoon.
- 6.4.2 *Lease of Land and Mooring Ferry Lane* – Cllr. Harrison reported that the lease of land has been completed by Ramsdens Solicitors and the first year’s rent received to the Parish Council.

6.4.3 *Invitation to the Environment Agency – postponed*

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly park update* – Following current Government Advice public gatherings of more than two people are cancelled and public venues are closed due to the coronavirus pandemic. The Play Area is closed until further notice.

6.5.2 *Annual Inspection (12-week lead in from 14<sup>th</sup> February but postponed because of coronavirus).* – Playdale has advised the Parish Council that inspections are currently on hold for the foreseeable future until the coronavirus pandemic has abated.

6.6 Allotments

6.6.1 *Monthly Report* – Both allotment sites remain open to holders. Cllr. George reported that Japanese Knotweed has reappeared at the Appleton Road site but this will be dealt with by Sustrans.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Following current Government Advice public gatherings of more than two people are cancelled and public venues are closed due to the coronavirus pandemic. Vernon House is closed until further notice.

6.8 Web Page Management

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

6.8.2 *Web Site Management* – Ian Keeton, who has maintained the community web site since inception, has notified the Parish Council that he no longer wishes to undertake the role. The Parish Council is very grateful to Ian for looking after the site for so long and for so well. Cllr. Harrison asked if any of the Councillors are willing to take over the role: Cllr. Mrs Gajewicz offered to contact Ian to determine what the task involves. **Action Cllr Gajewicz**

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – The Library is temporarily closed due to the coronavirus pandemic.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr. Mrs Conley reported the following items from the recent virtual meeting:

- At the meeting it was discussed how retrofitting home insulation could be increased in York, enabling York Community Energy to have a greater impact.

An update from St Nick’s reported the following items:

- The nature reserve is still open to the public, not just the play area.
- Ecotherapy and education activities are being delivered online.
- The recycling team is continuing the full service of collections from the residents in the city centre.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Nothing to report.

- 6.12 Bishopthorpe Orchard  
 6.12.1 *Committee Update* – Nothing to report.

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## **Financial Transactions**

### 7.1 Payments to approve

#### 7.1.1 **Cheque / Direct Debit payments**

Monthly direct debit to E-On Sports Pavilion Electricity	199.00
Monthly direct debit to E-On Village Hall Electricity	90.21
Monthly direct debit to E-On Village Hall Gas	203.00
Ecotricity – Vernon House electricity supply	48.97
<b>Total Amount paid</b>	<b>£541.18</b>

#### 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	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
City of York Council - Sports Pavilion annual rates	2,594.80
City of York Council - Village Hall annual rates	552.96
City of York Council - Vernon House annual rates	1,322.35
Campaign to Protect Rural England – Annual fee	36.00
Yorkshire Local Councils Association – Annual fee	756.00
Savills – Half yearly rent for Allotments, Acaster Lane	72.50
Savills – Half-yearly rent for cricket field	150.00
AOL Clerk’s computer – Internet connection charge for quarter end March 2020	54.00
Sports Turf Services – Grass cuts to Ferry Lane 31/3/20	67.20
R Clark – Locking / unlocking Sensory Garden gate 6 months	357.00
BHIB Insurance – Local Councils Insurance annual renewal (£2421.20 2019/20)	2,450.30
Ainsty Internal Drainage Board – Annual drainage rate precept	1.44
A Powell – Sensory Garden gate opening / closing daily	108.00
Donation to The Woodman Inn to continue the soup kitchen	300.00
Cllr Nicholls – Safety Signs4Less – Mole eradication on sports field	34.80
Sports Turf Services Ltd – Grass cuts to Ferry Lane	134.40
On-line payment total	<b>10,480.25</b>
<b>Payment Total</b>	<b>11,021.43</b>

### 7.2 **Income Receipts**

Bishopthorpe Playgroup – Quarter end March 2020 rent	1,300.00
Ramsden Solicitors – Rental portion re Ferry Cottage mooring lease	317.36
<b>Income Total</b>	<b>£1,617.36</b>

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

- 20/44 8 **School Governors**
- 8.1 *Infants School* – The Infant School is temporarily closed due to the coronavirus pandemic.
- 8.2 *Junior School* – The Junior School is temporarily closed due to the coronavirus pandemic. Cllr. Mrs Green reported that a small number of keyworkers’ children are being taught by two teachers, who rotate with other teachers, on a weekly shift.
- 20/45 9 **Parish Council Youth Awards**
- 9.1 *Committee Report* – Nothing to report.
- 20/46 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 20/47 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
- 11.2 *Mosaic repairs* – The repairs are on hold until the coronavirus outbreak has passed.
- 11.3 *‘We Hear’ project* – Nothing to report.
- 20/48 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Nothing to report.
- 20/49 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Cllr. Harrison deputised at a recent virtual meeting.
- 13.2 *COVID 19 daily updates* – Noted.
- 13.3 *Weekly White Rose Updates* – Noted.
- 13.4 *YLCA Annual Review 2019/2020 - Photo request* – Noted.
- 20/50 14 **Highway Matters**
- 14.1 None
- 20/51 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *June Whitaker – CPAD – Community Public Access Defibrillator* – Cllr. Harrison reported that a community defibrillator has been attached to the wall of the Scouts Hut for any person in need.
- 15.2.2 *Village Shops* – The Parish Council wish to thank all village shops and their staff for continuing to provide an invaluable service to the people of Bishopthorpe during the coronavirus pandemic. In addition, the Woodman Inn is thanked for providing a soup kitchen and for delivering soup to those in need in the village.

20/52 16 **Ward Committee**

*Ward Committee update report from Ward Councillor Cllr. Galvin:* No Ward update report from Ward Councillor Cllr. Galvin has been received for April.

20/53 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. Mrs Green reported it is currently not possible for Link magazine to be distributed as normal around the village due to the coronavirus pandemic. A stock of magazines has been placed in Listers Newsagents on Sim Balk Lane for collection.
- It was mentioned that this set of minutes will no doubt be of interest in many years to come to assess how Bishopthorpe Parish Council reacted to the 2020 coronavirus pandemic.

20/54 18 **Date and time of next meeting – Tuesday, May 26<sup>th</sup> 2020**

Meeting closed at 7.44 pm