

Minutes of the virtual meeting held at 7pm on Tuesday 26th May 2020.

The Chairman opened the meeting at 7.20 pm following the May Annual Meeting.

Following the Government's coronavirus guidelines on meetings, the May 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. Jemison, Cllr. George, Cllr. Mrs Conley, Cllr. Mrs Thornton and Cllr Nicholls

20/66 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.

20/67 2 **Apologies for absence.** Cllr. Mrs Gajewicz – technology issues; could not link to zoom.

20/68 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 made.*

20/69 4 **Minutes of Meeting 28th April 2020**

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

20/70 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **25 Lang Road.** Single storey front, side and rear extension. 20/00785/FUL.
No Objection

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

5.2.1 **12 McLagan Road.** Two storey side and single rear extension.
20/00426/FUL. (**No Objection**). Approved

5.2.2 **48 Main Street.** Single storey rear extension following demolition of existing
outbuilding. 20/00185/FUL. (**No Objection**). Approved

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters

5.4.1 Cllr. Harrison reported that comments have been made on the Bishopthorpe Community Facebook page regarding the construction, by the Environment Agency, of a flood wall along the length of Chantry Lane. The Environment Agency was invited to attend a meeting of the Parish Council to discuss the project at the beginning of the year. Unfortunately, this was postponed in the first instance due to the floods in North Yorkshire during February and then by the pandemic. The invitation will be extended again once physical Parish Council meetings recommence.

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6 **Services**6.1 Village Hall Management Committee6.1.1 *Management Committee Report* – No report received from Cllr. Grabowski6.1.2 *Installation of light over disabled access* – The light has been installed by Richard Williams Electrical.6.1.3 *Lift Maintenance contract* – Cllr. Mrs Thornton offered to investigate the level of LOLER cover needed in the Village Hall. **Action Cllr Mrs Thornton.**6.2 Sports and Leisure Management Committee6.2.1 *Management Committee Report* – Cllr Nicholls reported the following items:

- Bishopthorpe Playgroup will resume on the 1st June in the Sports Pavilion. The changing rooms will be used on a temporary basis for toy storage whilst the group follow new Government guidelines to disinfect toys on a daily basis.
- Moles have been removed from the playing field.
- During the pandemic, training and matches by the Cricket and Football Clubs have been suspended.

Cllr Nicholls proposed that the Parish Council should refurbish one changing room at a cost of £696 plus VAT. This was seconded by Cllr. Harrison and agreed unanimously. **Action Cllr. Nicolls**

6.2.2 *Tree Survey report findings* – Mirfield Tree Services have completed the tree survey requested by Bishopthorpe Playgroup. The report concludes that all ten trees are considered to be in fair / good condition but they list a number of recommendations for pruning et cetera. It was agreed that a copy of the report will be forwarded to Playgroup. Any work they wish to undertake on the trees must be paid for by the group – the Parish Council is not responsible for them as it does not own the land on which they grow.6.3 Finance Committee6.3.1 *Committee Report* – A virtual meeting of the Finance Committee will be arranged before the June Parish Council meeting to complete the annual accounts. **Action Clerk.**

- 6.3.2 *Business Grant application* – Cllr. Harrison reported that the Parish Council may be eligible for a business grant from the City of York Council for each of the three buildings: Sports Pavilion, Vernon House and Village Hall. Cllr. Mrs Conley thanked Cllr. Harrison for submitting the applications for the grants.
- 6.3.3 *Annual audit* – The Internal Auditor will be contacted to provide an update on the audit by the Clerk. The Audit must be agreed at the June meeting of the Parish Council to ensure it reaches the External Auditor within the requested timescales (1st July). **Action Clerk.**
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – It has been noted that the campsite at York Marine Services is operating and that social distancing measures seem to be very lax. It is understood that the Police have attended the site.
- 6.4.2 *Invitation to Environment Agency* - Postponed.
- 6.5 Youth Support and Children’s Recreation
- 6.5.1 *Monthly park inspection update* – Following current Government Advice public venues are closed due to the coronavirus pandemic. The Play Area is closed until further notice.
- 6.5.2 *Annual park inspection* – Postponed due to the coronavirus pandemic.
- 6.6 Allotments
- 6.6.1 *Monthly report* – Cllr. George reported that both allotment sites remain open and tenants are complying with the law to socially distance. Since the pandemic, the waiting list has grown to sixteen.
- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
- 6.7.1 *Monthly Report* – Following current Government Advice public venues are closed due to the coronavirus pandemic. Vernon House is closed until further notice.
- The electricity arrears of £759.34 and £166.75 have been paid to Npower and the account closed.
- An estimated bill for £805.79 was subsequently received from the new provider, Ecotricity, covering the period 15th November to 20th May. Ecotricity called for metre readings to be submitted so that this bill could be accurately issued, which following submission the bill increased to £1,533.64. (During this period two direct debit payments of £131.18 and £48.97 have been made, which will reduce this to £1,353.49).
- Cllr. Harrison asked Cllr. Mrs Green to confirm that the heating is currently turned off in Vernon House and usage monitored for that period to check the meters. Following the outcome further action may be necessary with an electrician and / or Ecotricity called on site to check the meter usage. **Action Cllr Mrs Green**
- 6.8 Web Page Management
- 6.8.1 *Monthly update* – The page is up to date.
- 6.8.2 *Web Site Management* – Cllr. Mrs Conley offered to contact Ian Keeton to

discuss taking over website management of Bish.net.

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 York Environment Forum:

The council is progressing plans to add energy hubs to initial Park & Ride sites by installing PV arrays (solar energy converters) and chargers.

There was a survey conducted of 10% of households and online, commuters and also visitors to York. The biggest problems that were identified by the respondents were

- Congestion
- Local air pollution from traffic
- Impact of traffic on climate change

The key elements in the new transport strategy will be

- Improving public transport, walking and cycling and promoting sustainable communities

The Forum will address specific solutions in future meetings but public transport improvements are key, including

- An extended, better integrated bus network and bus interchange
- Enhanced park and ride services
- Lower and more consistent fares with simplified payment

At the same time, the Forum supports the principle of:

- A ban on non-essential traffic in the city centre
- More controls on parking
- A better designed cycle network

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**

Amounts paid

Monthly direct debit to E-On Sports Pavilion Electricity	199.00
Monthly direct debit to E-On Village Hall Electricity	89.11
Monthly direct debit to E-On Village Hall Gas	203.00
Ecotricity – Vernon House electricity supply	0.00

Total Amount paid

£491.11

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
C Julie Bradley - Vernon House Caretaker	250.00
C Julie Bradley - Vernon House Caretaker expenses	0.00
Carol Henk – Sports Pavilion cleaning	120.00
Carol Henk – Sports Pavilion cleaning expenses	0.00
Business Stream – Water supply to Appleton Road Allotments	8.77
Business Stream – Water supply to Sports Pavilion	96.68
Backhouse Environment Services – Mole eradication on sports field	106.30
Business Stream – Water supply to Village Hall	104.27
Business Steam – Water supply to Vernon House	19.08
Andrew's Garden Services	405.00
Electrotest – Installation of Village Hall outdoor light to aid disabled access	278.00
Sensory Garden gate – A Powell, closing / opening	84.00
Npower – outstanding electricity Vernon House 13/8/19 to 3/10/19	759.34
Npower – outstanding electricity Vernon House 1/11/19 to 14/11/19	166.75

On-line payment total	£3,516.69
Payment Total	£4,007.80

7.2 **Income Receipts**

City of York Council Half year precept	17,500.00
Yorkshire Local Councils Association – course refund	115.00
New Allotment let 47a Appleton Road	5.00
York Marine Services – payment of annual rents	4,100.00

Income Total	£21,720.00
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Approval of financial transactions proposed by Cllr. Jemison and seconded by Cllr Mrs Thornton. Carried Unanimously.

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| 20/73 | 8 | School Governors | <p>8.1 <i>Infants School</i> – The Infant School is temporarily closed due to the coronavirus pandemic.</p> <p>8.2 <i>Junior School</i> – The Junior School is temporarily closed due to the coronavirus pandemic.</p> |
| 20/74 | 9 | Parish Council Youth Awards | <p>9.1 <i>Committee Report</i> – Cllr. Harrison asked Cllr Mrs Thornton to investigate a new approach to the awards to try to generate interest.</p> |
| 20/75 | 10 | Pinfold | <p>10.1 <i>Committee Report</i> – Nothing to report.</p> |
| 20/76 | 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.
- 20/77 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Nothing to report.
- 20/78 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Nothing to report.
- 13.2 *White Rose weekly updates* – Noted.
- 13.3 *Yorkshire Local Councils Association – ‘The Holding of Council Meetings’* - Noted.
- 13.4 *City Council Covid 19 email updates* – Noted.
- 20/79 14 **Highway Matters**
- 14.1 *Diversion of traffic from York City off Bishopthorpe Road (up Nunnery Lane, along Blossom Street and back down Scarcroft Road to join Bishopthorpe Road.)* – The Chairman wrote to the City Council, on behalf of the Parish Council, raising concerns about the one-way system implemented in front of Bishopthorpe Road shops and called for a virtual meeting with the City Council to discuss the way forward. Bishopthorpe residents were not consulted in this process but are inconvenienced by it.
- 20/80 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *Bishopthorpe Street Party – Provisional date, Sunday 30th August 2020, Main Street* – The Parish Council and the Parochial Church Council have been advised of a claimed date for a potential street party in August. This, of course, will only be held if Government guidelines allow.
- 20/81 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 May.
- 20/82 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- None
- 20/83 18 **Date and time of next meeting – Tuesday, June 23rd 2020**

Meeting closed at 8.16 pm