

Minutes of the virtual meeting held at 7pm on Tuesday 23rd June 2020.

The Chairman opened the meeting at 7.00 pm.

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

20/84 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.

20/85 2 **Apologies for absence.**
Cllr. Mrs Gajewicz

20/86 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. George item 5.1.4

Cllr. Grabowski item 5.1.1

20/87 4 **Minutes of Meeting 28th April 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.

20/88 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **14 Kirkwell.** Fell two Ash trees protected by Tree Preservation Order CUC 16. 20/00905/Tree Preservation Order. No Objection (with comments regarding the disposal of the diseased waste material).

5.1.2 **The Chantry, Chantry Lane.** Reinstate the tennis court. 20/00874/FUL (refer

- 5.4.1 below). Withdrawn.
- 5.1.3 **80 Acaster Lane.** Two storey side extension. 20/00967/FUL. No Objection
- 5.1.4 **26 The Coppice.** Siting of greenhouse and summerhouse and play equipment to front. 20/00925/FUL. Objection with comments
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **90 Acaster Lane.** Porch to front and replacement boundary wall to rear. 20/00594/FUL. (**No Objection**). Approved.
- 5.2.2 **54 Main Street.** Crown reduce height of three Conifer trees by 30% in the Tree Conservation Area. 20/00728/Tree Conservation Area. (**No Objection**). Approved.
- 5.2.3 **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**) Approved.
- 5.2.4 **The Homestead, Moor Lane.** Erection of extension to connect house to garage / barn and conversion of barn / garage to living accommodation. 19/01899/FUL. (**No Objection**) – Approved.
- 5.2.5 **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. (**No Objection**). Approved.
- 5.2.6 **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**) Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 None
- 5.4 Other Planning Matters
- 5.4.1 **The Chantry, Chantry Lane.** Reinstate the tennis court. 20/00874/FUL (5.1.2) Application withdrawn.
- 5.4.2 Cllr. Harrison commented that the **footpath application between Chantry Lane and Ferry Lane** (June 2019 Minutes: *Section 53 Wildlife and Countryside Act 1989 – Notice of an application to record a public footpath between Chantry Lane, Bishopthorpe and Acaster Malbis*) is progressing.

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – The Village Hall remains closed due to the pandemic. Following changes announced today in social distancing rules, Cllr. Harrison questioned when the hall should be reopened. Cllr. Mrs Conley commented that to do so would involve a high level of cost for floor markings, cleaning and hand sanitising stations. Following a general conversation about practicalities it was agreed that, for the time being, the hall will remain closed. However, it was also agreed that before it is opened the water system will be tested for Legionella– **Action Clerk.**

- 6.1.2 *Lift Maintenance contract* – Cllr. Mrs Thornton confirmed that the lift needs a LOLER examination only if the Caretaker uses it to transport items and herself at the same time. It was agreed that to ensure the Parish Council is operating the lift in compliance with legislation, LOLER cover will be purchased. Therefore, the quote from York Elevator Services Ltd for £240 plus Vat (to include two LOLER examinations per year) will be accepted. **Action Clerk.**
- 6.2 Sports and Leisure Management Committee
- 6.2.1 *Management Committee Report* – Cllr Nicholls reported the following items:
- Locker storage / seating has been installed in the home changing room. Repairs to the leaking basin have been made and a new plywood attic hatch has been installed – at a cost of £789.44.
 - Two more quotes have been received to construct similar storage facilities in the referees changing room and also in the away-team changing room – for £767.76 and £782.76. It was agreed that the away-team changing room quote will be accepted but the referee’s room will remain as it is for the time being. **Action Cllr. Nicolls**
 - There are a number of missing slate tiles on the roof – facing the pitch. When it rains, water is leaking into the main building and affecting the electric lights. Cllr Nicholls obtained a quote for £120 to repair this and it was agreed that this work should be undertaken immediately. **Action Cllr. Nicolls**
- 6.3 Finance Committee
- 6.3.1 *Committee Report* – Cllr. Harrison reported that the Annual Accounts have been completed and thanked the Clerk for undertaking the work. A considerable additional amount of work was generated in this year’s audit arising from a change in working practices due to the coronavirus pandemic: Cllr. Harrison proposed paying the Clerk a £100 bonus in recognition of this. This was seconded by Cllr. Mrs Conley and agreed unanimously. The Clerk very much appreciated this gesture and thanked all the Councillors.
- 6.3.2 *Approval of Accounting Statement 2019/20* – The Accounting Statement was approved by Bishopthorpe Parish Council.
- 6.3.3 *Approval of the Audited Accounts for Bishopthorpe Parish Council for the year ending 31st March 2020* – The Audited Accounts were approved by Bishopthorpe Parish Council for the year ending 31st March 2020.
- 6.3.4 *Business Grant/Rate Rebate* – City of York Council declined the Business Grant on the grounds that the Parish Council did not qualify as none of their properties received mandatory rate relief. Cllr. Harrison re-submitted a claim for the Village Hall which falls under this criterion i.e. receives a mandatory rate relief.
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – Cllr. Jemison recently met with the new owner of Ferry Cottage and agreed to temporarily remove the large edging stones at the bottom of the lane to allow the land to be levelled. The stones will be replaced in due course.

It was again commented that the campsite appears to be operational even though it is in contravention to current Government Advice. It is understood that the Police are aware of the situation.

6.4.2 *Invitation to Environment Agency - Postponed.*

6.4.3 *Environment Agency: "Join our Skeldergate flood scheme virtual meeting" - 6:30pm on Thursday 18th June -Noted.*

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – Cllr Nicholls reported that all is well from the monthly inspection, however, before the park reopens it will need to be professionally cleaned. Under Government Advice (23rd June 2020) Play areas are allowed to re-open but it was agreed that until the park is cleaned, it will remain closed. Cllr Nicholls offered to investigate cleaning companies.

Following the meeting – after the publication of Government guidelines on the re-opening of play areas it was decided that due to the onerous conditions Keble Park Play Area would remain closed for the time being.

It was also noted that the weeping willow tree, from a neighbouring garden is at child-height and needs pruning. The Clerk was asked to contact the neighbour and ask for it to be cut back. **Action Clerk.**

6.5.2 *Annual park inspection* – Despite being asked to inform the Parish Council when the Inspector was due, the annual inspection was undertaken by someone who accessed the park by climbing the fence and informed no one of their presence. The subsequent inspection found all equipment to be at low-risk or very low-risk.

However, it was suggested in the report that the Bird's Nest basket could be replaced at a cost of £1,056.00 and that cushion fall should be topped up at a cost of £1,628.00. Cllr. Harrison offered to contact Playdale to discuss the need for a replacement basket as it was found to be 'low-risk'. **Action Cllr. Harrison.** Cllr. Jemison offered to investigate using a local firm to quote for the bark top-up. **Action Cllr Jemison.**

6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported that there are now twenty-two people on the waiting list – one of the highest it has ever been. It is guessed that this is because people are at home under lockdown (due to the pandemic) and this demand is expected to decline over time as furloughed people return to work. It was also agreed that people requiring an allotment would be offered half of a full allotment to allow more people to obtain a space.

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 Caretaker is frequently checking the building but it was agreed that before it re-opens the water system will be tested for Legionella and the Clerk was asked to order the kit – **Action Clerk.**

6.7.2 *Electricity meter issues* – Cllr. Mrs Green reported that an entrance hall heater has been left on a low temperature for twenty-four hours a day for months – thus causing the massive consumption of electricity in the building. This has now been turned off and for the winter months, a monthly timer switch may be installed.

- 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 contacted Ian Keeton to discuss taking over website management of Bish.net but was informed that a replacement has already been found.
- 6.9 Bishopthorpe Library
- 6.9.1 *Monthly update* – The Library is temporarily closed due to the coronavirus pandemic but under new Government advice issued on the 23rd June it may soon re-open.
- 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 and Ride sites by installing PV arrays (solar energy converters) and chargers.
 - York is intending to become the UK’s first fully electric bus city. A further twenty-one new electric double decker buses will join its network to give York one of the largest fleets of electric buses in the country.
 - The council is also looking to purchase two fully electric refuse collection vehicles and have invested extensively in the city’s charging infrastructure, both at car parks and at the three proposed hyper hubs.
- Cllr. Grabowski left the meeting at 7.47pm*
- 6.11 Community Emergency Planning
- 6.11.1 *Monthly update* – Cllr. Harrison asked if there was a contingency in the plan to deal with the potential loss of the Clerk. Cllr Nicholls replied that there isn’t but that the matter will be investigated.
- 6.12 Bishopthorpe Orchard
- 6.12.1 *Committee Update* – Trees and flowers in the orchard have grown well in the fine Spring weather. Flower recognition signs are shortly to be attached on the wooden entrance gate and new flower plugs will be sown in the Autumn, for the spring 2021 display.

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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	69.71
Monthly direct debit to E-On Village Hall Gas	203.00
Ecotricity – Vernon House electricity supply – 15/11/19 to 25/5/20	1,353.49

Total Amount paid

£1,825.20

7.1.2 On-Line Banking payments

Amounts paid

Clerk's Salary	681.00
Clerk's Expenses- (<i>£7.59 Blue Cartridge £26.49 Black cartridge</i>)	34.08
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
Cllr. Harrison – Zoom video communications, April meeting	14.39
Cllr. Harrison – Zoom video communications, May meeting	14.39
Sports Turf Services – Grass cut Ferry Lane (rec'd 29/5)	67.20
Ainsty Landscapes – Ferry Lane hedges trimmed and tidy-up	325.00
Andy Powell – Sensory Garden gate locking / unlocking	87.00
Playdale Playgrounds – Annual Inspection by RPII Inspector	210.60
Can -Be-Asked, Joinery/Construction changing room at Sports Pavilion	789.44

On-line payment total **£3,030.60**

Payment Total **£4,855.80**

7.2 Income Receipts

Village Hall rate refund from City of York Council	552.96
Sports Pavilion rate refund from City of York Council	2,594.80
Vernon House rate refund from City of York Council	1,322.35
National Westminster interest on reserve account	7.46

Income Total **£4,477.57**

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

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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 partially opened for specific year groups but operating under pandemic restrictions.

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Parish Council Youth Awards

9.1 *Committee Report* – Cllr Mrs Thornton discussed the following ideas for revamping the Youth Award:

Currently there are two awards made annually to youngsters under the age of eighteen. Both awards will be retained but it is proposed that one of them will be opened up to the whole community.

The Youth Award would be renamed the *Young Person of the Year Award* and opened up to under twelves (with emphasis on Year Six leavers). One youngster will win the annual award and will received a cash prize, which will be presented in June. It is hoped that this

can be included in the Junior School's Leavers' Assembly and Cllr. Mrs Thornton offered to contact the Head Teacher to discuss how this could be achieved. **Cllr Mrs Thornton.**

The new award would be a *Community Spirit Award* opened to individuals (thirteen and over), groups or businesses operating in Bishopthorpe and would focus on celebrating village volunteers. This award will have no cash prize but a donation will be made to a charity of their choice and a plaque will be presented annually to the winner just after Christmas. Cllr. Mrs Thornton offered to write an article for Link Magazine to advertise the new award. **Cllr Mrs Thornton**

- 20/93 10 **Pinfold**
10.1 *Committee Report* – Nothing to report.
- 20/94 11 **Sensory Garden**
11.1 *Committee Report* – It was agreed that the garden can now be re-opened as the pandemic eases. Clerk to contact Mr Powell. **Action Clerk.**
11.2 *Mosaic repairs* – The repairs are on hold.
- 20/95 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – Contact has been received from Sergeant Toby Gorwood to advise the Parish Council that he is one of three new Sergeants covering York outer.
- 20/96 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association* – Nothing to report.
13.2 *Covid-19 weekly updates from the City of York Council* – Noted.
13.3 *Electronic Training Programme – June to July 2020* – Noted.
13.4 *York Branch Annual Meeting – 18th June 2020* – Noted.
13.5 *Weekly White Rose Updates* – Noted.
- 20/97 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.)* – Cllr. Harrison contacted the City of York Council Leader and the Director and Assistant Director of Transport to express dismay for the traffic restrictions made on Bishopthorpe Road without consultation to Bishopthorpe residents. The Chairman was informed that the Parish Council's comments will be taken in to consideration when a long-term plan is decided for the road.
- 20/98 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 *Bishopthorpe Community Festival Event – 20th September 2020.* An email was received from the festival committee giving details of the planned event to be held on Sunday 20th September on Main Street. It is hoped that the festival will celebrate local businesses alongside bringing the community together safely. There will be a raffle and a tombola and further stalls (to be announced) aiming to raise funds for Bereaved Children Support York. The committee asked if the Parish Council would fund the application to the City Council to close Main Street.

In the discussion that followed, the Councillors unanimously agreed that the Parish Council should pay for the application to the City Council to close the Main Street.

15.2 Others

15.2.1

Email from C Mackie of YorkCourt Paragon Ltd – Investment in Bishopthorpe – Cllr. Harrison responded to the email which offered investment in Bishopthorpe to ask for further details. No response has been forthcoming to date.

15.2.2

Email from Jane Graham – ‘Offensive Poster’ – It was agreed that the poster could be very alarming to children and will be removed if seen.

20/99

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 June.

20/100

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

- *Bishopthorpe as a “Nuclear Ban Community” Cllr Mrs. Green. It was agreed that the Parish Council is strictly non-political and therefore is unable to support this proposal.*

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18 **Date and time of next meeting – Tuesday, July 28th 2020**

Meeting closed at 8. 27 pm