

Minutes of the virtual meeting held at 7pm on Tuesday 28th July 2020.

The Chairman opened the meeting at 7.00 pm.

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

20/102 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.

20/103 2 Apologies for absence
Cllr. Grabowski**20/104 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 Thornton declared an interest in item 5.1.6*

20/105 4 Minutes of Meeting 23rd June 2020

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

20/106 5 Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received**

5.1.1 43 Copmanthorpe Lane. Variation of condition 2 of permitted application 19/01783/FUL to allow amendments to front elevation, the addition of 4no. rooflights to the side and the replacement of the boundary wall with timber fencing. 20/01075/FUL. No Objection

5.1.2 Ousethorpe Cottage, 13 Main Street. Various tree works including the felling of four Conifer Trees in the Tree Conservation Area. 20/01103/Tree Conservation Area. No Objection

- 5.1.3 **Richmond Lodge, 42 Sim Balk Lane.** Crown lift to clear telephone wires and give highway clearance; draw in the outer crown to balance Copper Beech protected by Tree Preservation Order CYC211. 20/01113/Tree Preservation Order. No Objection
- 5.1.4 **Meadow Court, Middlethorpe.** Fell one Laburnum and Conifer; crown lift various trees in the Tree Conservation Area. 20/01114/Tree Conservation Area. No Objection
- 5.1.5 **12 Maclagan Road.** Two storey extension, single storey rear extension and dormer to rear (revised scheme for 20/00426/FUL). 20/01215/FUL. No Objection
- 5.1.6 **46 Acaster Lane.** Erection of one dwelling attached to existing house (resubmission). 20/01205/FUL. Objection with comments.
- 5.1.7 **Proposed floodwall Chantry Lane.** Flood alleviation works to include demolition of existing boundary wall and construction of new floodwall and flood gate with associated landscaping and temporary construction compound. 20/00014/FUL. – It was agreed that only if the Parish Council receive total assurance from the City Council that the land used for siting the temporary construction compound will be returned to Green Belt land (following completion of the project), the comment on this application from Bishopthorpe Parish Council is ‘No Objection’.
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **83 Main Street.** Conversion of coach-house to studio, installation of timber gates and fence, external alterations to dwelling house. 19/02694/FUL. **(Objection).** Approved
- 5.2.2 **25 Lang Road.** Single storey front, side and rear extension. 20/00785/FUL. **(No Objection).** Approved
- 5.2.2 **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). Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 None
- 5.4 Other Planning Matters
- 5.4.1 *Development of plots of land around Bishopthorpe by 'York Gateway'* – Cllr. Harrison commented that this topic has been a highly emotive subject discussed by villagers on the Bishopthorpe Community Face Book page; with the vast majority expressing no support for the development proposals.

However, Cllr. Mrs Thornton urged that the Parish Council should take an open-minded approach. She stressed that in order to encourage growth of the village it will be necessary for development to take place in the future and urged the Parish Council to be involved in the process. Cllr. Harrison agreed to contact the developers to invite them to speak with the Parish Council. **Action Cllr Harrison**

20/107 6 **Services**6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – The Clerk confirmed that Advance Fire Services attended the hall to undertake the annual Fire Alarm and Emergency Lighting test. Both systems passed and a Certificate of Inspection was awarded.

Cllr. Harrison suggested that now may be a good time, while the hall remains closed, to render and re-paint the frontage. Cllr. Jemison offered to contact the contractors who provided the accepted quote in 2019 to ask for a re-quote.

Action Cllr Jemison

The current Government Advice is that there should be no indoor fitness classes until the 1st September 2020 at the very earliest. Cllr. Mrs Thornton suggested that the Parish Council could look to release the car park for outdoor classes to resume but Cllr. Harrison stated that the logistics of clearing the car park at specific times to allow this may prove problematic. However, it was suggested that classes could be held at Ferry Lane sports field instead (but no toilet facilities will be made available under the current pandemic guidelines).

- 6.1.2 *Caretaker's Contract (from February 2020)* – Cllr. Grabowski to chase.
Action Cllr Grabowski

- 6.1.3 *Hall reopening date: Email from Allied Westminster - Your Village Hall Insurance (COVID-19) update* – Cllr. Harrison asked the Clerk to forward this item to the August Agenda for full discussion. **Action Clerk.**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr Nicholls reported that *Can Be Asked Handyman* (who installed the storage boxes in the changing rooms) suggested that the loft space could be converted to storage space. After a short discussion on practicalities, it was agreed that this would not be worthwhile.

Cllr Nicholls reported that, two months after eradicating them, the moles have returned and agreed to contact the company who undertook the work to remove the creatures to ask their advice. A request was made from Cllr. Mrs Gajewicz that if they need to be removed again, for this to be undertaken in a humane way.

The Clerk confirmed that Advance Fire Services attended the Sports Pavilion to undertake the annual service of the fire equipment. No items failed the test and a Certificate of Inspection was awarded.

- 6.2.2 *Resumption of sporting activities at the Sports Pavilion* – There is no sporting activity at the moment due to the on-going pandemic.

Under this topic Cllr. Mrs Thornton raised the difficulty that parents have parking on Acaster Lane / Ferry Lane at match times stating that it was unsafe for users. Cllr. Harrison offered to write an article for Link Magazine to highlight the issue. **Action Cllr Harrison**

6.3 Finance Committee

- 6.3.1 *Committee Report* – Cllr. Harrison confirmed that the Parish Council has been awarded a grant of £10,000 under the small business grant fund from the City

Council.

- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – Cllr. Jemison reported that the new riverside restaurant, at York Marine Services, should be completed in October 2020 and is on the market for sale.
- Cllr. Jemison offered to contact the new owner of Ferry Lane cottage to ask that he reinstate the fence at the bottom of his site to demarcate Parish Council owned land.
- 6.5 Youth Support and Children’s Recreation
- 6.5.1 *Monthly park inspection update* – The Annual Inspection concluded that the all the playing apparatus is safe. The weekly inspection by Parish Councillors will resume now the park has reopened.
- 6.5.2 *Park re-opening* – Cllr. Harrison thanked Cllr Nicholls for all his work to enable the park to reopen. A professional cleaning company was engaged to deep clean the playing apparatus before opening and the Annual Inspection was undertaken by Playdale to ensure that all the pieces of equipment were safe.
- 6.5.3 *Update / repairs as recommended in the Annual Inspection* – The Annual Inspection recommended replacement of the basket swing, top up of bark and minor structural adjustments to equipment. It was agreed that now the basket swing is over ten years old it would need replacing and that the bark must be topped up to ensure continued safety of users. The quote was accepted and work will commence during the week beginning 14th September.
- 6.6 Allotments
- 6.6.1 *Monthly report* – Cllr. George reported that the waiting list has expanded exponentially this year due to the pandemic lockdown as people found a new interest in growing their own produce. It now comprises of seventeen residents from Bishopthorpe together with five non-residents.
- 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 remains closed until further notice.
- However, Cllr. Mrs Green reported that she recently met with the Caretaker to discuss the practicalities of how the building can be reopened. There will be no need for hand sanitiser to be installed as the toilet is located at the entrance of the building, which will allow users to wash their hands immediately on entering. Doors will be propped open to deter touching and likewise, the folding tables will be left ready for use in the main building and not stored away overnight. However, a date for reopening has not yet been decided as the Parish Council await Government Advice to do so.
- The Clerk confirmed that Advance Fire Services attended Vernon House to undertake the annual Fire Alarm and Emergency Lighting test. Both systems passed and a Certificate of Inspection was awarded.
- 6.8 Web Page Management
- 6.8.1 *Monthly update* – Cllr. Mrs Conley confirmed that the page is up to date. Cllr.

Harrison suggested that now may be the time to explore creating a dedicated Parish Council website. The clerk was asked to put this on the August Agenda.
Action Clerk.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – The Library is temporarily closed due to the coronavirus pandemic and Cllr. Mrs Conley reported that no smaller libraries are currently open.

The reading café in Rowntree Park is open and is encouraging people to use it under the *Eat Out to Help Out* campaign.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr. Mrs Conley reported *York Environment Week* will be held during the week, 28th November to the 6th December 2020.

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.

6.12.2 *Allied Insurance* – The Parish Council Insurance Policy has a limit of £52,736 for contents insurance. It was agreed that the additional items to be insured for the orchard (amounting to £4,736) will be included as part of this total without amendment to the policy.

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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	62.53
Monthly direct debit to E-On Village Hall Gas	203.00
Bi annual standing order – Savills, Glebe Sports Field rent	225.00
ICO – Data protection renewal fee	35.00
The Renewable Energy Co. Vernon House Electricity	11.93

Total Amount paid

£736.46

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	681.00
Clerk – one-off payment	100.00
Clerk’s Expenses- (<i>Quarterly phone calls £3.41, postage for Audit £2.94</i>)	6.35
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	150.00
Carol Henk – Sports Pavilion cleaning expenses	0.00

AOL Quarterly charge for clerk's internet	54.00
Annual payment to the Internal Auditor, Daniel Pearson	75.00
Andrew's Garden Services – Hedge and lawn cuts Play Area	310.00
Cllr. Harrison – Zoom Parish Council meeting: June 2020	14.39
Can-Be-Asked Handyman, work undertaken at Sports Pavilion	782.76
Shaun Dawson, replacement of broken roof tiles at Sports Pavilion	120.00
Sports Turf Services Ltd – Grass cuts to Ferry Lane	134.40
Ainsty Landscapes – 8 grass cuts to cricket field	680.00
City of York Council - Waste collection, Sports Pavilion	55.75
A Powell – Sensory Garden gate opening / closing	105.00
On-line payment total	3,956.15
Payment Total	£4,692.61

7.2 **Income Receipts**

Small Business Grant Fund from City of York Council	10,000.00
Village Hall rental payment (March 2020) (59)	311.15
Bishopthorpe Pre-School Play Group, July rent	400.00
New allotment let Appleton Road plot 32	8.00

Income Total	£10,719.15
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Approval of financial transactions proposed by Cllr. Mrs Green and seconded by Cllr Mrs Thornton. Carried Unanimously.

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| 20/109 | 8 | School Governors | |
| | | 8.1 | <i>Infants School</i> – Nothing to report. |
| | | 8.2 | <i>Junior School</i> – Nothing to report. |
| 20/110 | 9 | Parish Council Young Person of the Year Award and Community Spirit Award | |
| | | 9.1 | <i>Committee Report</i> – An article is to be placed in the August edition of Link Magazine to promote the new awards. |
| 20/111 | 10 | Pinfold | |
| | | 10.1 | <i>Committee Report</i> – Nothing to report. |
| 20/112 | 11 | Sensory Garden | |
| | | 11.1 | <i>Committee Report</i> – Nothing to report. |
| | | 11.2 | <i>Mosaic repairs</i> – Cllr. Mrs Gajewicz offered to get in touch with the mosaic artist to request a quote for repairs. Action Cllr Gajewicz |
| 20/113 | 12 | Police Liaison | |
| | | 12.1 | <i>North Yorkshire Police Force</i> – Nothing to report. |
| 20/114 | 13 | Local Council Association | |
| | | 13.1 | <i>Yorkshire Local Councils Association</i> – Nothing to report. |
| | | 13.2 | <i>Joint statement from NALC and SLCC on face-to-face council meetings</i> – Noted. |
| | | 13.3 | <i>Weekly Covid-19 updates from the City Council</i> – Noted. |
| | | 13.4 | <i>Training Programme July - August 2020</i> – Noted. |
| | | 13.5 | <i>Fortnightly White Rose updates</i> – Noted. |

- 20/115 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 City Council implemented a number of measures to assist with social distancing during the height of the pandemic, one of which included emergency traffic measures on Bishopthorpe Road in front of Bishopthorpe Road shops. These measures have been under constant review and have taken in to account both comments from local residents and Bishopthorpe Parish Council. As lockdown has eased, the amount of traffic in this area has increased and as a result it has been decided that the road will be fully open, as normal, with effect from the 4th August 2020.
- 20/116 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *Bishopthorpe Community Festival – 20th September 2020, update.* The Festival Committee is grateful that the Parish Council agreed to fund the closure of Main Street for this event on the grounds that it would only go ahead if Government Guidelines permit. The Organising Committee stressed that it will only be held if the pandemic subsides sufficiently to allow it to go ahead safely and they confirmed that the event will fully comply with Government Guidelines.
- 20/17 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 July.
- 20/118 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- On behalf of a local resident, Cllr Nicholls asked who is responsible for drain clearance on Bridge Road. Cllr. Harrison reply that the resident raising the query should contact the City Council directly.
- 20/119 18 **Date and time of next meeting – **Tuesday, August 25th 2020****

Meeting closed at 8.26 pm