

Minutes of the virtual meeting held at 7pm on Tuesday 25th August 2020.

The Chairman opened the meeting at 7.07 pm.

Following the Government's coronavirus guidelines on meetings, the August meeting of Bishopthorpe Parish Council was conducted by virtual media over Zoom. The contact joining codes and telephone numbers were publicised on the Agenda to allow public participation. No members of the public joined the meeting.

(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 Thornton, Cllr. Mrs Green, Cllr. Mrs Gajewicz, Cllr. Jemison, Cllr. George, Cllr. Mrs Conley, and Cllr Nicholls

20/120 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.

20/121 2 **Apologies for absence.** Cllr. Grabowski20/122 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 Nicholls declared an interest in item 5.4.1*

20/123 4 **Minutes of Meeting 28th July 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.

20/124 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **York Marine Services, Ferry Lane.** Raising of timber platform, erection of timber building following demolition of shed and erection of pergola (retrospective. 20/00650/FUL. Objection

5.1.2 **8 Garbett Way.** Single storey rear extension. 20/01347/FUL. No Objection

5.1.3 **19 De Grey Place.** Single storey rear extension. 20/01352/FUL. No Objection

- 5.1.4 **26 The Coppice.** Siting of greenhouse and summerhouse and play equipment to front. 20/00925/FUL. Objection
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **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). Approved
- 5.2.2 **8 Harcourt Close.** Erection of bungalow. 19/02653/FUL. (Objection). Approved
- 5.2.3 **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). Approved
- 5.2.4 **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. (No Objection). Approved
- Work is expected to start on this project over the winter of 2020/21 and will take approximately nine months. Any member of the public wishing to raise a question regarding this is advised to contact the Environment Agency directly at yorkfloodplan@environment-agency.gov.uk Information will also be uploaded to the York Flood Alleviation Scheme webpage at: <https://consult.environment-agency.gov.uk/yorkshire/yorkfas/>
- 5.2.5 **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. (No Objection). Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 None
- 5.4 Other Planning Matters
- 5.4.1 *'Investment in Bishopthorpe' by 'York Gateway'* – It is understood that a number of political parties are showing an interest in this project and will undertake surveys to assess local interest. We have reviewed their website and decided not to arrange a meeting with representatives of Gateway.
- We have also been assured that City of York Council will not pass any plans associated with development on Green Belt.
- It was therefore agreed that a 'watching-brief' will be exercised for the time being and potentially move forward with drawing up a Neighbourhood Plan to try and protect our village from over development. However, it must be remembered that Bishopthorpe has an ageing population and may need some development of affordable housing to ensure the village schools are able to continue to operate with their current catchment areas.
- 5.4.2 **The Old Churchyard, Chantry Lane.** Erection of flood alleviation works and repairs to St Andrew's Cross. 19/01510/LBC. **Appeal** to the Secretary of

State in respect of the above site. Noted.

20/125 6 **Services**

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Nothing to report.

6.1.2 *Caretaker's Contract (from February 2020)* – Nothing to report. Awaiting information from Cllr. Grabowski

6.1.3 *Hall reopening date: Email from Allied Westminster - Your Village Hall Insurance (COVID-19) update.* The Clerk was asked to contact Allied Westminster to explain that work is currently underway to ensure that all Covid-19 precautions will be taken to ensure that the hall can reopen safely and in full compliance with the law. It is hoped that the hall will reopen by 1st October 2020. **Action Clerk.**

Cllr Mrs Thornton offered to meet with the Hall Caretaker to discuss the re-opening procedure and it was agreed that in the first instance all Hall users should be contacted to calculate the level of booking demand. **Action Cllr Mrs Thornton**

6.1.4 *Front wall rendering of paintwork* – Nothing to report. Following the meeting Cllr. Harrison asked the Village Hall Caretaker to contact the contractors to agree a date to undertake the work.

6.1.5 *Village Hall planters* – Cllr. Harrison remarked that the large wooden planter at the entrance to the Village Hall does not look aesthetically welcoming as only herbs are grown in it. It was agreed that Brunswick Organic Nursery should be contacted to replace the herbs with seasonal flowers instead. Cllr. Mrs Green offered to contact Brunswick Organic Nursery to arrange this. **Action Cllr Mrs Green**

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr Nicholls reported the following items:

- To eradicate the moles another contract would have to be entered in to as the original one does not provide a guarantee that the company will come out again if the creatures return. It was agreed that they pose no real problem at the moment and the company will not be called out.
- Tiny Tots cannot currently meet in the Village Hall and enquiries have been made with Cllr Nicholls requesting permission to use the Sports Pavilion each Friday morning in September. It was agreed that this will be allowed.

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.3.2 *Double Taxation Claim for 2020/21* – The Clerk has submitted this year's claim to City of York Council.

6.3.3 *VAT refund – year ending March 2020* – A VAT claim of £6,176.20 has been received from HMRC.

- 6.4 Field 84, Riverside and Footpaths Working Party
6.4.1 *Update* – Nothing to report.
- 6.5 Youth Support and Children’s Recreation
6.5.1 *Monthly park inspection update* – Cllr. Mrs Gajewicz reported no issues from the park inspection this month and agreed to keep the inspection kit for the month going forward.
6.5.2 *Update – Park repairs as recommended by the Annual Inspection.* – Repair work will be undertaken by Playdale week commencing 14th September 2020.
- 6.6 Allotments
6.6.1 *Monthly report* – The Clerk has completed the annual invoices which will be issued on the 1st September. The cost of allotments has been increased by 10% and the amount rounded up to the nearest pound (as agreed in October 2019).

Two non-payments of the £5 administration fee by two allotment holders (for late payments in 2019/20) have been added to their invoices issued this year.
- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
6.7.1 *Monthly Report* – Cllr. Mrs Green is consulting with the Caretaker to discuss Covid-19 compliance with a view to reopening Vernon House in the near future.
- 6.8 Web Page Management
6.8.1 *Monthly update* – Cllr. Mrs Conley reported that the page is up to date.
6.8.2 *Parish Council website – Cllr. Harrison asked Cllr. Mrs Conley to investigate the cost of setting up a dedicated Parish Council website.* – Cllr. Mrs Conley reported that to secure a domain name would cost £0.99 with a renewal of £11.99 annually thereafter. Web hosting will cost £1.99 initially for a thirty-six-month ‘welcome’ period in addition to a cost of £19.95 for automated website backup. Both of these costs will increase after the initial welcome period expires.

Cllr. Mrs Conley warned that building a Parish Council website from scratch will be extremely time consuming. However, Cllr. Harrison urged that the Parish Council should have its own dedicated site and asked Cllr. Mrs Conley and Cllr. George to begin the process (with no urgent timescale attached.)
- 6.9 Bishopthorpe Library
6.9.1 *Monthly update* – Notification has been received that the Library is aiming to reopen on the 7th September in compliance with Covid-19 guidelines.
- 6.10 Environmental and Sustainability
6.10.1 *Monthly Report – Cllr. Mrs Conley reported the following items*
- **York Environment Forum:** York Environment Week will be held from 28th November to 6th December 2020. This event will offer the opportunity to celebrate and showcase the work of a group or organisation. Information was passed to Cllr. Mrs Green to advertise the apple pressing day and the village recycling day.
 - **St Nick’s** has updated the list of polymers that they are able to take for

recycling. Cllr. Mrs Conley has updated the Parish Council Facebook page with this information.

- York now has the biggest zero-emission bus fleet in the UK.

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.

20/126 7 **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
The Renewable Energy Co. Vernon House Electricity	50.24

Total Amount paid	£514.77
--------------------------	----------------

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	681.00
Clerk's Expenses- (<i>£26.00 Colour cartridges, Second Class stamps for allotment letters £46.80</i>)	72.80
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 Nicholls – Keble Park Play Area – water cost for cleaning	25.00
Advance Fire Services – Annual inspection Vernon House	55.80
Advance Fire Services – Annual inspection Village Hall	75.00
Advance Fire Services – Annual inspection Sports Pavilion	47.34
Bio Green – Cleaning of all apparatus in the Play Area	476.47
City of York Council - Waste collection Sports Pavilion (one-off 17/6 to 30/6)	8.00
Sports Turf Services Ltd – Grass cut to Ferry Lane	201.60
York Elevator Services Ltd – LOLER Inspection and Lift Service Village Hall	288.00
A Powell – Sensory Garden gate opening / closing	84.00
* Yorkshire Local Councils Association – Planning course Cllr. Mrs Gajewicz	22.50
Business Stream – Appleton Road Allotments	30.66
Business Stream – Sports Pavilion	137.82
Business Stream – Village Hall	179.37

Business Stream – Vernon House 30.07

On-line payment total **3,222.93**

Payment Total **£3,737.70**

** Cllr. Mrs Gajewicz asked for this payment to be removed from the list as she was unable to attend the course.*

7.2 Income Receipts

HMRC Vat refund for year ending March 2020 6,176.20

Income Total **£6,176.20**

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

20/127 8 **School Governors**

8.1 *Infants School* – Nothing to report.

Under this heading Cllr. Harrison reported that Little Green Rascals, who operate from the Old School on Appleton Road, have reported that their After-School Club will cease operation at the end of the year. It is hoped that a similar club will be operated by both the Infant and Junior School from the New Year.

8.2 *Junior School* – Nothing to report.

20/128 9 **Parish Council Young Person of the Year Award and Community Spirit Award**

9.1 *Committee Report* – It was agreed that the Community Spirit Award will be awarded in December 2020 and Cllr Mrs Thornton offered to begin advertising this in the village.
Action Cllr Mrs Thornton

20/129 10 **Pinfold**

10.1 *Committee Report* – Nothing to report.

20/130 11 **Sensory Garden**

11.1 *Committee Report* – Nothing to report.

11.2 *Mosaic repairs* – Cllr. Mrs Gajewicz has contacted the mosaic repairer and requested a quote for the work.

20/131 12 **Police Liaison**

12.1 *North Yorkshire Police Force* – Nothing to report.

20/132 13 **Local Council Association**

13.1 *Yorkshire Local Councils Association* – Nothing to report.

13.2 *Planning training via webinar – An Introduction to the Planning Process.* Noted.

13.3 *Yorkshire Local Councils Association – Village Green Webinar - Thursday, 13 August.* Noted.

13.4 *Covid 19 – weekly updates.* Noted.

13.5 *Councillors Discussion Forum on Thursday, 13 August at 6.00pm.* Noted.

13.6 *White Rose Updates.* – Cllr. Harrison requested that all Councillors refer to ‘The Personal Liability of Councillors’ contained within the White Rose update of 31st July 2020.

- 20/133 14 **Highway Matters**
- 14.1 *Email from Dr Stott - Suggested Improvements to Bishopthorpe Road Cycle Lane* – The Parish Council was copied in to an email to the Ward Councillor requesting a segregated cycle lane along Bishopthorpe Road to the centre of York.
- Cllr. Harrison commented that a request was made to the Palace a number of years ago to widen the narrow footpath between Bishopthorpe and the Crematorium to facilitate safe passage of cyclists and pedestrians. This request was refused by the palace.
- 20/134 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *Email from Mrs Torgerson regarding Bishopthorpe Community Day, 20th September* – Mrs Torgerson expressed her dismay that the Community Day, planned for 20th September in Main Street, will go ahead in the middle of a pandemic.
- Cllr. Harrison explained that this is not a Parish Council run event and that the decision to allow Main Street to close rests with the City Council. The Parish Council will only support this event if it is fully compliant with Covid-19 Government guidelines. It was reported shortly following the Parish Council meeting that the Community Day will be postponed.
- 15.2.2 *Email from Mr Lockett – Bishopthorpe bus shelter facilities for Number 11 bus on Montague Road* – The Parish Council agreed to part fund (along with the Ward Committee and City of York Council) a bus shelter on Montague Road up to a maximum of £1,200.
- 20/135 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 August.
- 20/136 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr. Mrs Green reminded the meeting that the Annual Apple Pressing Day will be held on the 11th October 2020 at the Village Hall. (A decision was taken following the Parish Council meeting that the Apple Pressing Day will be cancelled.)
- 20/137 18 **Date and time of next meeting – Tuesday, September 22nd 2020**

Meeting closed at 8.42 pm