

Minutes of the virtual meeting held at 7pm on Tuesday 23rd February 2021.

The Chairman opened the meeting at 7.00 pm.

Following the Government's coronavirus guidelines on meetings, the February meeting of Bishopthorpe Parish Council was conducted by virtual media over Zoom. Members of the public are welcome to join the meeting with the joining details displayed on the published agenda, details of which are displayed on the Parish Council notice board.

No other members of the public joined the February meeting.

The Chairman requested one minute's silence to be observed in memory of Gordon Watkins who died on the 13th February 2021. Gordon was the embodiment of community spirit in Bishopthorpe. As Landlord of The Ebor for forty years Gordon immersed himself in village life and was instrumental in helping to establish Bishopthorpe Gala and The Ebor Players. The Ebor's annual bonfire organised and run by Gordon raised tens of thousands of pounds, which Gordon donated to local causes. Gordon was also a Parish Councillor on Bishopthorpe Parish Council for many years and was widely respected in this role.

(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. Grabowski, Cllr. Jemison, Cllr. George, Cllr. Mrs Conley, Cllr. Mrs Thornton and Cllr Nicholls

21/19 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.

21/20 2 **Apologies for absence.** None

21/21 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.*

21/22 4 **Minutes of Meeting 19th January 2021**

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

- 21/23 5 **Consideration of Planning Matters and recommendations of the Planning Group**
- 5.1 Notice of Applications received
- 5.1.1 **4 Keble Drive.** Two storey side extension following demolition of garage. 21/00170/FUL. **No Objection**
- 5.1.2 **Richmond Lodge, 42 Sim Balk Lane.** Two storey side extension and additional stone parapet detail to garage. 21/00166/FUL. **Objection**
- 5.1.3 **8 Melton Drive.** Single storey side extension following demolition of conservatory. 21/00224/FUL. **No Objection**
- 5.1.4 **1 Ferry Lane.** Fell group of conifer trees in Conservation Area. 21/00354/Tree Conservation Area. **No Objection – application withdrawn 18/2/21**
- 5.1.5 **9a Newlands Road.** Crown reduce height and spread by up to 1.8 metres, crown lift by 1.8 metres Oak protected by Tree Preservation Order number 7/1991. 21/00395/Tree Preservation Order. **No Objection**
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **Kinellan, 33 Acaster Lane.** Two storey side and rear extension and part conversion of existing garage into living accommodation. 20/02107/FUL. **Objection.** Approved
- 5.2.2 **2 Myrtle Avenue.** Two storey side extension and single storey rear extension. 20/02211/FUL. **No Objection.** Refused
- 5.2.3 **Pickersgill Consultancy & Planning, Garth Mews, Sim Balk Lane.** Internal and external alterations in conjunction with change of use from offices to dwelling house and including single storey front and rear extensions, reconfiguration of existing internal walls and erection of detached garage. 20/02139/LBC. **No Objection.** Refused
- 5.2.4 **25 Beech Avenue.** Dormer to rear; rooflights to front and alternations to existing fenestration. 20/02361/FUL. **Objection.** Approved
- 5.2.5 **Moor Farm, Moor Lane.** Erection of storage containers (retrospective). 20/01401/FUL. **Objection.** Refused
- 5.2.6 **35 Keble Park South.** Single storey rear extension; re-roof existing rear extension and partial conversion of garage into habitable space. 20/02181/FUL. **Objection.** Approved
- 5.2.7 **68 Beech Avenue.** Dormer to front. 20/02439/FUL. **No Objection.** Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 None
- 5.4 Other Planning Matters
- 5.4.1 **22 Myrtle Avenue.** Two storey side and single storey rear extensions following demolition of garage. 20/1599/FUL. **No objection.** Notification that the application has gone to appeal
- 21/24 6 **Services**
- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report* – The hall was closed again in January to comply with the restrictions under the third national lockdown. However, following Government announcements on the 22nd February it is understood that these are to be eased slowly over the coming two months. When it is allowed and is safe to do so, the hall will reopen.
- Cllr. Harrison asked for opinion on whether the Village Hall should have Wi-Fi. It was agreed that in order to future-proof the building it would be

desirable to offer potential bookers this facility. Cllr. Grabowski and Cllr. George were asked to work together to investigate costs. **Action Cllr Grabowski and Cllr. George.**

6.1.2 *Email from Eon – request to install a smart meter at the Village Hall.* It was agreed that the request from Eon to fit a smart meter will not be taken up at this moment in time. The Clerk was requested to forward the email from Eon to Cllr. Grabowski for him to investigate if the meter is a second generation one. **Action Cllr Grabowski**

6.1.3 *Email from Environment Agency – request erection of two notice boards in Village Hall car park.* The Environment Agency has been granted permission to place two notice boards in the Village Hall car park to allow information to be displayed regarding the flood prevention construction work on Chantry Lane. Following completion of the work the Environment Agency will allow the Parish Council to keep the boards if wished.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr Nicholls reported that the wooden fence has been repaired and the faulty security light will be inspected by a registered electrician in the coming days.

As lockdown eases, amateur sports will be allowed to resume and the Pavilion will reopen for sporting activities when it is allowed to do so safely.

6.2.2 *Email from Morwenna Christian – Tree planting, Ferry Lane Sports Field* – The planting scheme has been approved by the Parish Council at the bottom of Ferry Lane sports field and permission granted to Morwenna. All users of the Sports Pavilion were consulted to ensure that they are aware that new saplings will be planted.

6.3 Finance Committee

6.3.1 *Committee Report* – Cllr. Harrison reported that he has submitted an application for a *Lockdown Restriction Grant* to the City Council on behalf of the Parish Council.

6.3.2 *Appointment of an Internal Auditor* – Tracey Loach has been appointed as the Internal Auditor to Bishopthorpe Parish Council.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – At a meeting between Cllr. Harrison, Cllr. Jemison and the owner of York Marine Services, a sale price of £20,000 for the Parish Council owned car park at the bottom of Ferry Lane was agreed. The sale is subject to the following conditions:

- The Canoe Club storage container is to remain on site in perpetuity
- York Marine Services pay all legal fees and
- The public right of way across the carpark will be observed at all times to allow free access to walkers.

Mr Mandy confirmed that it is his intention to raise the level of the bend in the road at the bottom of Ferry Lane to aid surface water drainage and also to create a designated kerb into the car park.

6.4.2 *Land transfer to Mr Loftus* – Due to the current coronavirus pandemic it has not been possible for Cllr. Harrison to meet with the Parish Council’s Solicitor to progress this matter at the moment.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly park inspection update* – Cllr. George reported that he has replaced the coronavirus user-guide notice at the entrance and has also made minor repairs to broken boards in the park this month. He agreed to take the inspection kit again for the month going forward.

Cllr Mrs Thornton suggested that a notice should be placed in Link Magazine to remind parents that they should supervise their children at all times when using the play area.

6.5.2 *Report from meeting with DCM Surfaces* – Cllr. Harrison reported that it recently came to his attention that a Council in the south of England had not undertaken the annual inspection of a play park under their control and subsequently it became liable when an accident happened. Bishopthorpe Parish Council wish to state that Keble Park Play Area is inspected annually by a registered inspector. The last inspection was carried out in June 2020 by Andrew Parkinson of Playdale Playgrounds. Further investigation revealed that Mr Parkinson is an independent, authorised inspector who works for Playdale Playgrounds.

Bishopthorpe Parish Council has always acted on any recommendations contained in the annual inspection reports. In addition, weekly checks are made of the equipment by Parish Councillors and a log kept as evidence.

It was recommended in the June 2020 Inspection Report that twenty-five cubic metres of cushion fall was needed to top up existing bark under the play equipment. This was purchased from Playdale and installed by them in the summer of 2020 but led to a debate in the Parish Council as to whether an alternative surface, such as a rubber mulch, may be a better alternative in the long-term. Cllr. George reported that he contacted DCM Surfaces and they stated that the current cushion fall was insufficient and submitted a quote of £25,820 plus VAT to remove the bark cushion-fall and replace it with a geotextile surface.

It was commented that the quote has been provided by a commercial company and before proceeding with further quotes, the exact legal requirement for the surface should be confirmed. Cllr. Grabowski suggested that this information should be presented to Playdale for their opinion as to whether their inspector considered it necessary to change the surface. If Playdale confirm that the park is 100% compliant to safety regulations with annual bark top-ups, then the Parish Council would not need to undertake the costly work.

Following a lengthy discussion, it was agreed that initially it would be prudent to get a totally independent (non-commercial) view on the amount of cushion-fall (legally) required under each piece of equipment before consulting Playdale. In order to do so, a Play Area Inspector registered with the City of York Council will be asked to undertake a site visit. Dependent upon their findings it will be agreed at a later date whether this matter is then taken up with Playdale. **Action Cllr George**

6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported that Richard Green repaired the leaking tap at the Appleton Road site free of charge. The Parish Council would like to thank Mr Green for his help. There are twenty-one villagers on the waiting list for both sites, ahead of ten non-villagers.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Mrs Green reported that she is investigating how many fire extinguishers should be in place at Vernon House.

Door batteries have been replaced to enable the front door to operate as normal. It was also noted that a number of ceiling tiles are working loose and it was agreed that while the building is closed under coronavirus restrictions, it would be the perfect time to consult with City of York Council to ask if they should be permanently removed. **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* – Nothing to report.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – The library is currently closed due the pandemic.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr. Mrs Conley made the following report:

Environmental News February 2021

- The Environment Centre at St Nick's remains closed, but the nature reserve is still open to all observing coronavirus restrictions.
- When buying greetings cards and wrapping paper remember to buy ones with no glitter or shiny plastic parts and remove Sellotape so they can be recycled.
- After the coldest January for many years, snowdrops and crocuses are starting to bloom and Hazel Catkins can be seen while walking down the Solar System path.
- Kingfishers and otters have been spotted near Naburn Bridge.
- Hedgehogs are waking from hibernation so remember to leave fresh water and cat biscuits out for this endangered mammal.

6.10.2 *Update - Bishopthorpe Flood Alleviation Scheme; Tree Felling, Chantry Lane Road Closure.*

Work on the flood alleviation scheme will commence with effect from Monday 22nd February. However, it has been necessary for Chantry Lane to be closed, which was not the original plan. In explanation for this, an email from the Environment Agency states that:

“There has been a change in the arrangements for Chantry Lane which we need to share with the electronic mailing list. In our last email we stated that sections of Chantry Lane and Bishopthorpe Road would be closed. However, due to a recent incident involving a member of the public entering the work

area a few weeks ago and putting themselves and our contractors at risk, we have had to request a full road closure on Chantry Lane. This has now been agreed with City of York Council for 5 days between the hours of 08:00 – 16:00, whilst the work is carried out.

Allowances can be made for emergency service access when required. If it is known that an emergency vehicle is on route, we ask that residents can inform our workers as soon as possible to enable them to begin demobilising.”

Cllr. Harrison reported that during the recent flooding, which occurred in January, the Environment Agency delivered a pump to the bottom of Chantry Lane instead of to the top. A crane was transported to site to move it to the correct position, where the pump was found then not to work. This incident has been reported by Cllr. Harrison to the Environment Agency and City of York Council for investigation.

6.10.3 *Request for a recycling point* – Cllr. Grabowski, on behalf of a village resident, asked if a permanent recycling point could be established in the village for such items as toothbrushes, toothpaste tubes, crisp packets etc. In response Cllr. Mrs Green stated that these items are collected on an annual basis at the Grand Recycling Day. Collection is very specific to certain brands and is subject to constant change thus rendering a permanent collection point impractical.

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 (paid 1/3/21)	265.00
Monthly direct debit to E-On Village Hall Electricity (paid 22/2/21)	73.28
Monthly direct debit to E-On Village Hall Gas (paid 1/3/21)	159.00
The Renewable Energy Co. Vernon House Electricity (due 28/2/21)	52.02

Total Amount paid

£549.30

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	700.00
Clerk’s Expenses- (Black Ink Cartridge £28.49, Multipack Coloured Ink Cartridges £25.92, Stationery (4 Lever Arch Files, Sellotape, envelopes £25.71)	80.12
M Haynes - Village Hall Facilities Manager	437.50
C Julie Bradley - Vernon House Caretaker	250.00
C Henk – Sports Pavilion cleaning	150.00
A Powell – Sensory Garden gate daily opening / locking	105.00
Advance Fire Services – Annual inspection recommendations (Village Hall)	303.84

Bishopthorpe Pre-school Playgroup – fence panel repairs	51.37
Electrotest – work at Vernon House	120.00
Richard Edmondson – Vernon House, call out for cold water tap	60.00
Cllr. Harrison – zoom connection fees 2020-21 meetings	43.89
Business Stream – Village Hall	167.41
Business Stream – Allotments Appleton Road	93.78
Business Steam – Allotments Acaster Lane	7.89
Business Stream – Sports Pavilion (includes credit of £141.60 paid twice November / December 2020)	6.42
Yorkshire Local Councils Association – Planning Enforcement Course Cllr. George	22.50
Business Stream – Vernon House	19.22
Cllr. Mrs Green – Rebuilding Communities course 25/3/21	38.93
On-line payment total	<u>2,657.87</u>
Payment Total	<u>£3,202.17</u>

7.2 **Income Receipts**

Village Hall Booking in December, Let’s Dance Group	170.00
Bishopthorpe Playgroup – December 2020 quarter end rent	<u>1,300.00</u>
Income Total	<u>£1,470.00</u>

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

21/26

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.

21/27

9

Parish Council Young Person of the Year Award and Community Spirit Award

- 9.1 *Committee Report* – The pandemic has resulted in the closure of schools for a large part of 2020 and the beginning of 2021. It was announced by the Government that these should reopen on the 8th March 2021 but Cllr Mrs Thornton pointed out that when they do, they will be under pressure to deliver lessons under trying conditions. On this basis she enquired if it was the right time to approach the schools to request nominations for the Young Person of the Year Award.

Cllr. Grabowski commented that he thought it would be a shame not to go ahead with the award as planned as children are helping in the community as never before and it would be good for the Parish Council to recognise this. Both Cllr. Harrison and Cllr. Mrs Green also agreed that the nomination would not have to be for something achieved exclusively in a school environment it could also be for a task undertaken within the community.

When the new award was originally discussed in the Parish Council meeting of June 2020, it was agreed that “*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)*” However, it was now decided that to limit nominations to the under twelves would be too restrictive and therefore competition will be opened to the under eighteens.

- 9.2 *Change of title for the Community Spirit Award* – Cllr Mrs Thornton suggested renaming the award after a prominent village figure but will first consult with a family member before making an announcement. **Action Cllr Mrs Thornton**

The Community Spirit Award has been launched and a deadline for nominations set for 21st March. The new award is opened to individuals (eighteen and over), groups or businesses operating in Bishopthorpe and will focus on celebrating village volunteers. This award will have no cash prize: a donation will be made to a charity of the winner's choice and a plaque will be presented.

- 21/28 10 **Pinfold**
10.1 *Committee Report* – Nothing to report.
- 21/29 11 **Sensory Garden**
11.1 *Committee Report* – The garden is currently closed under coronavirus restrictions.
11.2 *Mosaic repairs* – The repairs are on hold until the coronavirus outbreak has passed.
- 21/30 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – Nothing to report.
- 21/31 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association* – Cllr. Harrison reported that the Parish Council may not be allowed to use zoom (et al) for meetings after 7th May. Currently Yorkshire Local Councils and the National Association are calling for a change in Government Legislation to allow this to continue.
13.2 *White Rose Updates* – Noted.
13.3 *The right to regenerate* – Noted.
13.4 *Training Bulletin and Training Programme - February and March 2021* – Noted.
13.5 *Climate and Ecological Emergency Bill* – Cllr. Mrs Green urged Bishopthorpe Parish Council to support the Bill by way of a written declaration. However, following a lengthy debate it was agreed that this type of declaration would be political and Bishopthorpe Parish Council has a strictly non-political stance. It was therefore agreed that written support for this political bill cannot be made.
- 21/32 14 **Highway Matters**
14.1 None
- 21/33 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 *Local Government Reorganisation* – Noted.
15.2 Others
15.2.1 *Selby District Council: Local Government Reorganisation: City of York Council Parish clerks* – Noted.
15.2.2 *Help power your community with the Calor Rural Community Fund* – Noted.
15.2.3 *Leeds East Airspace Change Consultation* – Noted.

21/34 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 February.

21/35 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- None

21/36 18 **Date and time of next meeting – Tuesday, March 23rd 2021**

Meeting closed at 9.00 pm