

Minutes of the Parish Council meeting held on Tuesday 25th May 2021 at St. Andrew's Church Hall. This was the first face to face meeting held by the Parish Council since February 2020 (due to coronavirus restrictions).

The Chairman opened the meeting at 7.12 pm.

No other parishioners were present at the meeting.

Council Members Present:

Cllr. Harrison (Chairman), Cllr. Mrs Green, Cllr. Mrs Gajewicz, Cllr. Grabowski, Cllr. Jemison, Cllr. George, Cllr. Mrs Conley and Cllr. Mrs Thornton.

21/83 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.

21/84 2 **Apologies for absence.**

Cllr Nicholls

21/85 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.*

21/86 4 **Minutes of Meeting 27th April 2021**

Acceptance of the minutes was proposed by Cllr. Mrs Conley and seconded by Cllr. Mrs Gajewicz. Carried unanimously by all who attended the meeting. The minutes were signed by the Chairman.

21/87 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **7 De Grey Place.** Single storey rear extension, porch to front, dormer to rear and two rooflights to front. 21/00946/FUL. **No Objection**

5.1.2 **4 Moor Lane.** Single storey extension to rear, alterations to windows to front, dormer and porch to front and insertion of door openings to side. 21/00856/FUL (see 5.2.5). **Application withdrawn.**

5.1.3 **Chestnut Cottage, Chantry Lane.** Internal and external alterations including replacement of single glazed timber windows with double glazed timber windows, rear window replaced by French doors. 21/00353/LBC. **No Objection**

- 5.1.4 **10 Acaster Lane.** Single storey rear and side extension, and single storey front extension. 21/01070/FUL. **No Objection**
- 5.1.5 **42 Copmanthorpe Lane.** Erection of replacement dwelling after demolition of existing one. 21/01080/FUL. **Objection**
- 5.1. **9 New Lane.** Single storey rear extension. 21/01211/FUL. **No Objection**
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
 - 5.2.1 **12 Keble Close.** Erection of detached log cabin to rear garden. 21/00169/FUL. Revised height application. **Objection.** Approved
 - 5.2.2 **10 Appleton Court.** Two storey rear extension following demolition of conservatory. 21/00490/FUL. **Objection.** Approved.
 - 5.2.3 **29 Lamplugh Crescent.** First floor side extension and single storey rear extension. 21/00567/FUL. **No Objection.** Approved
 - 5.2.4 **Richmond Lodge, 42 Sim Balk Lane.** Two storey side extension and additional stone parapet detail to garage. 21/00166/FUL. **Objection.** Approved
 - 5.2.5 **4 Moor Lane.** Single storey extension to rear, alterations to windows to front, dormer and porch to front and insertion of door openings to side. 21/00856/FUL (see 5.1.2) **Application Withdrawn.**
 - 5.2.6 **7 Maple Avenue.** Dormer to rear, three rooflights and new window to front. 21/00661/FUL. **No Objection** Approved
 - 5.2.7 **1 Ferry Lane.** Fell one conifer tree in Tree Conservation Area. 21/872/ Tree Conservation Area. **No Objection** Approved
 - 5.2.8 **20 Kirkwell.** Fell Ash tree protected by Tree Preservation Order number CYC 16-T9. 21/00777/Tree Preservation Order. **No Objection** Approved
 - 5.2.9 **4 Keble Drive.** Two storey side extension following demolition of garage. 21/00170/FUL. **No Objection** Approved
- 5.3 Large Householder Extension Notifications
 - 5.3.1 None
- 5.4 Other Planning Matters
 - 5.4.1 *Public Footpath Acaster Malbis 9 & Public Footpath Bishopthorpe 3 Modification Order 2019* – Cllr. Harrison reported that Russell Varley of the City Council has not yet forwarded this application to the Secretary of State but is expected to do so shortly.

Cllr. Harrison also reported under this heading that he was contacted, as a Parish Councillor, to express his views regarding the proposed development at York Central. He took part in a Zoom conference call with PCP Market Research contracted jointly by City of York Council, Homes England, Network Rail and the Railway Museum - responsible for the development at York Central. It was stressed that any views expressed were personal not

Parish Council views.

Cllr Mrs Thornton questioned if the general public has the right to use the wooden tables at the caravan complex run by York Marine Services. Cllr. Harrison stated that York Marine Services rent the land from the Parish Council so have the right to ask that the wooden tables are only occupied by paying users.

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6 Services**6.1 Village Hall Management Committee**

6.1.1 *Committee Report* – Cllr. Grabowski reported that at a recent meeting with the Caretaker they agreed how to safely reopen the Village Hall under coronavirus guidelines. New *house-rules* have been implemented and the Caretaker is ensuring these are followed by all users.

6.1.2 *Heating system overhaul and Wi Fi installation* – Cllr Mrs Thornton has called in a heating specialist to inspect the heating system.

Cllr. George reported that he has one quote for a commercial Wi-Fi installation in the hall but is seeking two others from local contractors. Cllr. Grabowski cautioned that at a cost of many thousands to install Wi-Fi, the Parish Council must ensure that this expense can be justified. Cllr. Grabowski further asked how this cost will be re-couped: will Village Hall rental charges be increased for example. Cllr. Harrison concluded that these very valid considerations must be carefully thought through before any work is undertaken.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Nothing to report.

6.3 Finance Committee

6.3.1 *Committee Report* – The Internal Auditor has completed the inspection and approved the Accounts for the year ending March 2021.

6.3.2 *Approval of Annual Governance Statement 2020/21* - The Accounting Statement was approved by Bishopthorpe Parish Council.

6.3.3 *Approval of the Annual Statements 2020/21 for Bishopthorpe Parish Council* – The Audited Accounts were approved by Bishopthorpe Parish Council for the year ending 31st March 2021.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Nothing to report.

6.4.2 *Sale / Lease of land – car park to York Marine Services* – Proposals have been put to York Marine Services to move forward with a long lease to preserve some benefits of the land to Bishopthorpe residents. A reply from York Marine Services is awaited.

6.4.3 *Sale of land – to east of 6 Ferry Cottage, Mr Loftus* – Cllr. Harrison confirmed that the sale is progressing via the Parish Council's solicitor.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – Cllr. Mrs Gajewicz reported that there have been no items of concern during the last month at the park and offered to keep

the inspection kit for the next month.

Cllr. Grabowski offered to visit the Infant School to research games played / preferred by the children on the tarmac areas. These will then be copied in the play area at Keble Park.

Cllr. Jemison reported that Mike Dale of Crombledale Construction has quoted an amount of £500 to undertake the following work in the park:

- Replace fourteen wooden posts.
- Make repairs to the wooden boards that contain the bark.
- Raise the level of the footpath to prevent a large puddle forming when it rains heavily.

Cllr. Jemison proposed that this quote is accepted. This was seconded by Cllr. Harrison and agreed unanimously. To undertake the work Mike has requested closure of the park for two days.

Cllr. Harrison reported that Mr and Mrs Clark have made a second request that the Parish Council replace their damaged fence – as originally reported in the April minutes. It was unanimously agreed that the fence is the responsibility of the land owner, which is not the Parish Council. No further correspondence will be entered in to on this matter.

6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported that there are thirty-seven people currently on the waiting list: thirteen non-villagers and twenty-four villagers. The villagers take priority over the non-villagers when a plot becomes vacant.

6.6.2 *Memorial Bench* – Nothing to report.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Mrs Green reported that no user group has expressed an interest in returning to Vernon House, following the easing of coronavirus restrictions. Brunswick Organic Nursery continue to be the only user of Vernon House for their one-to-one meetings, three days a week. Cllr. Mrs Green reported that Catalyst Community Resource Group will meet in the garden of the Marcia public house.

Cllr. Grabowski questioned if Wi-Fi installation at Vernon House maybe beneficial to future-proof the building. The suggestion was positively received by the Parish Council and Cllr. George was asked to investigate costs of installation. **Action Cllr George.**

Cllr. Mrs Green reported that the Wilberforce Trust has asked to rent the building to accommodate an event for blind children on the 26th September. It was unanimously agreed that this event could take place. Cllr. Mrs Green will contact the Trust to confirm the booking.

6.8 Web Page Management

6.8.1 *Monthly update* – The page is up to date.

6.8.2 *Web Site Management* – At the request of the Chairman, Cllr. Mrs Conley has undertaken research for a Bishopthorpe Parish Council web presence. The

Government advises that public sector organizations must move over to a 'gov.uk' domain name for their websites, emails and services. Following these guidelines, Cllr. Mrs. Conley recommends using the hosting company CloudNext who are based in Derby and are recognized as one of the key providers in the sector. All their servers are in the United Kingdom (as required by the Data Protection Action 2018).

The main advantages of using CloudNext are:

- A WordPress platform
- 50 GB fast storage
- All data held in UK servers
- Unlimited bandwidth
- Fifty, five GB mailboxes
- SSL Certificates
- Thirty-day timeline backups
- The ability to host up to ten other WordPress sites

The cost for building this site would be £939 in the first year; £179.99 in the second year and £289 in the third year (and so on, on alternate years) plus VAT.

Cllr. Mrs Conley was thanked by the Chairman for the work she has undertaken and he proposed acceptance of the quote. This was seconded by Cllr. Jemison and agreed unanimously. Cllr. Mrs Conley was asked to progress this item to begin the process of setting up a new Bishopthorpe Parish Council web site.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Cllr. Mrs Conley reported that Public Health England has advised that books no longer need to be quarantined (due to coronavirus) by UK libraries with effect from Monday 24th May 2021.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr. Mrs Conley reported the following items:

- **The Grand Recycling Day** took place on Saturday 22nd May at the Village Hall. It was a smaller, quieter event than normal due to the coronavirus pandemic, but many items were re-purposed. St Nick's attended to collect their usual goods.
- **Walking for Health** is seeking keen walkers to lead guided walks across the city - around thirty people are already taking part. To find out more or to register interest, email Jennynich53@gmail.com
- **Paul Hudson**, the meteorologist / weatherman from BBC Look North has produced an excellent video on YouTube called "*Introducing the Yorkshire and Humber Climate Commission*".
- **Bring your own containers to the shop** - The initiative to reduce single-use plastic had to be stopped due to the pandemic, but many retailers are restarting it. Morrison's alone estimated that if all their customers brought their own containers it could save 2,000 tonnes of plastic per annum.

Cllr. Mrs Conley concluded by issuing a reminder to leave out water and bird food for birds and also cat biscuits for hedgehogs.

6.10.2 *Bishopthorpe Flood Alleviation Scheme – Newsletter, April 2021* – A number of local residents have opposed the compound on Church Lane and have complained directly to the Environment Agency.

6.10.3 *Help to co-design the York Community Woodland* – The Parish Council has suggested planting trees on Ferry Lane and also suggested that Sustrans should be contacted to allow some fruit trees to be planted on the Leisure Path.

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	265.00
Monthly direct debit to E-On Village Hall Electricity	89.63
Monthly direct debit to E-On Village Hall Gas	159.00
The Renewable Energy Co. Vernon House Electricity	52.17

Total Amount paid	£565.80
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7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	700.00
Clerk's Expenses	0.00
M Haynes - 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
C Henk – Sports Pavilion cleaning	120.00
C Henk – Sports Pavilion cleaning expenses	0.00
A Powell – Sensory Garden gate daily opening / locking	84.00
Dennis King Electrical Ltd – repairs to security light, Sports Pavilion	58.15
Sports Turf Services (York) Ltd – Grass cuts to Ferry Lane	134.40
Can-Be-Asked Handyman – Sports Pavilion, mice & blocked drain	254.30
Business Stream – Acaster Lane Allotments (<i>paid 5/5</i>)	6.24
Business Stream – Sports Pavilion (<i>paid 5/5</i>)	32.04
AOL Quarterly fee plus phone charges for quarter	60.88
Business Stream – Vernon House	31.11
Can-Be-Asked Handyman – Sports Pavilion new fencing	365.48
Payment to Internal Auditor, Tracey Loach	75.00
Cllr. Harrison Ink cartridge replacement	22.00
On-line payment total	2,631.10

Payment Total	£3,196.90
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7.2	Income Receipts		
	Parish Precept 1 st payment		17,500.00
	Business Stream – Allotments Appleton Road – refund		56.76
	Business Stream – Village Hall – refund		43.80
	Income Total		£17,600.56

Approval of financial transactions proposed by Cllr. Mrs Green and seconded by Cllr. Grabowski. Carried Unanimously.

- 21/90 8 **School Governors**
- 8.1 *Infants School* – Cllr. Grabowski reported that the school is undergoing a restructure due to reduced intake of new students going in to reception.
- 8.2 *Junior School* – Cllr. Mrs Green reported that there will be a ticket-only leaving party for the outgoing Headteacher on the 2nd July 2021.
- 21/91 9 **Young Person of the Year Award and the Gordon Watkins Community Award**
- 9.1 *Committee Report* – Cllr Mrs Thornton reported a positive response on Facebook for the *Gordon Watkins Community Award*. The winner, who received numerous nominations, was announced in April as the Co-Op.
- Cllr Mrs Thornton will launch the Young Person of the Year Award after the half-term break and will contact the Methodist Minister to ask them to judge the competition.
Action Cllr Mrs Thornton
- 21/92 10 **Pinfold**
- 10.1 *Committee Report* – Cllr. George confirmed that Simon Sykes has been contacted to repair the damaged stonework.
- 21/93 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
- 11.2 *Mosaic repairs* – Cllr Mrs Thornton offered to personally repair the mosaic, remove it from the ground and mount it in a frame for display on the outside wall of the library. The issue of filling the space it leaves was then discussed. Ideas included: planting a Christmas tree, a solar powered waterfall, a bird bath, a sundial or a water feature.
- It was agreed that a child-proof water feature was the preferred option and Cllr. Mrs Gajewicz agreed to investigate options. **Action Cllr Gajewicz**
- 21/94 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Nothing to report.
- 21/95 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Nothing to report.
- 13.2 *The future of remote meetings* – Since the 6th May 2021 it has become a legal requirement for the Parish Council to meet face to face. Cllr. Harrison commented that it would be useful for Parish Councils to be legally allowed the option of meeting remotely if

necessary. The National and Yorkshire Local Councils Association are petitioning the Government for a change in legislation.

13.3 *White Rose Update* – Noted.

Cllr. Harrison expressed concern that the age profile of the current Parish Council leans toward retirees. He is keen to encourage younger members to ensure a succession policy and questioned how this could be done. It was suggested that a new, vibrant, web site could be a starting point. Cllr. Grabowski suggested contacting the Clubs and Societies in the village to promote the Parish Council. Councillors were asked to raise the profile of the Parish Council to ensure co-option of the current vacancy.

13.4 *Guidance for owners and operators of urban centres, public spaces and managing playgrounds and outdoor gyms* – Noted.

13.5 *Guidance for the safe use of multi-purpose community facilities* – Noted.

21/96 14 **Highway Matters**
14.1 None

21/97 15 **Correspondence**

15.1 City of York not covered elsewhere
15.1.1 None

15.2 Others

15.2.1 *Email from Taryn Edmondson – Bishopthorpe Community Festival, provisional date confirmation – Sunday 19th September 2021* – Noted.

15.2.2 *Email from Norman Denton from York Fire Station* – Noted.

21/98 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.

21/99 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- None

21/100 18 **Date and time of next meeting – Tuesday, June 22nd 2021**

Meeting closed at 8.57 pm