

Minutes of the meeting held at the Sports Pavilion on Tuesday 28th July 2009.

The Chairman opened the meeting at 7:21 pm.

Council Members Present: -

Cllr. Harrison (Chairman), Cllr. Mrs Thornton (Vice Chairman) from 8.05pm, Cllr. Jemison, Cllr. Mrs Green, Cllr. Mrs Bruce, Cllr. Dunn and Cllr. Higgins.

09/96 1 **Apologies for absence.**

Cllr. Mellors, Cllr. Watkins and Cllr. Dale

09/97 2 **Declarations of Interest**

At this point Councillors are asked to declare any personal or prejudicial interests they may have in the business on this agenda. –

- *Cllr. Mrs Thornton declared a personal interest in item 4.3.1*

09/98 3 **Minutes of Meeting 23rd June 2009**

Cllr. Mrs Thornton requested an amendment to item 5.2.1 from:

“The City Council Planning Department have indicated that permission would be granted for a new cricket pavilion on the sports field”

To

“City of York planning have visited the site and discussed options with regard to planning permission for a new cricket pavilion subject to the usual planning regulations and resident consultation”

Acceptance of the minutes was proposed by Cllr. Mrs Bruce and seconded by Cllr. Jemison. Carried Unanimously by all who attended the meeting.

09/99 4 **Consideration of Planning Matters and recommendations of the Planning Group**4.1 **Notice of Applications received**

- 4.1.1 **Glebe Farm, Moor Lane.** Two-storey rear extension. 09/01198/FUL. No Objection.
- 4.1.2 **14 Copmanthorpe Lane.** Single storey dwelling with rooms in roof to rear of 14 Copmanthorpe Lane. 09/00819/FUL. Objection with comments made.
- 4.1.3 **3 Bridge Road.** Double pitched roof to replace flat roof. 09/00917/FUL. No Objection
- 4.1.4 **Ousethorpe Cottage, 13 Main Street.** External alterations to garage to enable part conversion into guest bedroom. 09/01229/FUL. No Objection

4.2 **Notice of decisions given (*Parish Council decisions are highlighted in red*)**

- 4.2.1 **15 Keble Park South.** Two first floor flat roof dormers. 09/01075/FUL. (**Objection**). Approved
- 4.2.2 **9 Keble Gardens.** Single storey side extension. 09/00930/FUL. (**No Objection**). Approved
- 4.2.3 **64 Beech Avenue.** Porch to front following demolition of existing. 09/00818/FUL. (**No Objection**). Approved

4.3 Other Planning Matters

4.3.1 *Update on Terry's Application* – There is to be an open meeting at the racecourse on Thursday 30th July at 7pm when members of the public will be invited to ask questions relating to the proposed development.

4.3.1.1 *Letter from Mrs Hodgkinson* – Mrs Hodgkinson contacted the Parish Council regarding the proposal to alter the road configuration of Church Lane.

Cllr. Harrison stressed that the City Council are promoting Tadcaster Road as the primary route to the new development but it is expected that traffic volume will increase on Church Lane when drivers seek the least congested route in rush hour traffic. Various proposals have been put forward to reduce the expected congestion but as yet, no solution has been found. Cllr. Harrison stated that he welcomed comments and suggestions from villagers on this matter.

4.3.2 *Letter from Christopher Hearn regarding York Marine Services Ltd* – A letter has been received from Christopher Hearn, the architect employed by York Marine Services Ltd. It explains that the owner, Mr Mandy, intends to submit a Planning Application proposing modernisation of the existing restaurant and general landscaping of the area surrounding the building.

09/100

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Services5.1 Village Hall Management Committee

5.1.1 *Management Committee Report* – No recent meeting.

5.1.2 *Update on Refurbishment – (The Parish Councillors convened at the Village Hall earlier this evening to view progress to date.)*

Cllr. Mrs Thornton reported that the Lottery has approved variations, which have been necessary to the original plan. A sum of £6,912 will be contributed towards expenditure from Parish Council funds as previously agreed.

It was decided that in order to support the Parish Council's cashflow, VAT returns would be submitted on a quarterly basis for the duration of the refurbishment. The first one, covering the months of April, May and June, has been forwarded to the Inland Revenue for the sum of £15, 699.14.

Cllr. Mrs Thornton reported that during the week commencing 28th August, help is requested to return the hall back to working use i.e. re-stocking the kitchen and moving tables and chairs back into the stock room etc. The Parish Councillors were asked to help and to indicate availability to Cllr. Mrs Thornton by email. **Action Parish Councillors.**

The Parish Council Chairman, Cllr. Harrison, will officially open the Village Hall on Saturday September 5th. Parish Councillors were urged to contact Cllr. Mrs Thornton if they can offer help on the day. **Action Parish Councillors.**

During the evening of September 5th the hall will host an invitation only party to thank all the people who have made the project happen. Details for the evening will be formalised later.

- 5.1.3 *Mural* – Cllr. Mrs Thornton handed out a leaflet that will be used to invite villagers to paint the new mural as part of a community art project.

The mural will seek to portray village life in Bishopthorpe and will focus on notable buildings in the village. A number of painting sessions have been arranged at the Sports Pavilion on Ferry Lane: these will be advertised and open to public participation.

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – Cllr. Mrs Thornton reported that minutes have not yet been produced from the recent Committee Meeting due to the Secretary moving house.

Cllr. Jemison reported that a new lock has been fitted to the changing room door and it was stressed that if the door is found to be unlocked in the future, it must be immediately reported to the Police. Failure to do so will jeopardise any subsequent insurance claim if damage is caused by unlawful entry to the building.

- 5.2.2 *Change of use – planning application* – Nothing to report

- 5.2.3 *Committee year-end accounts for March 2008 & 2009* – Richard Smyth has taken over the position of Treasurer and it is believed should hold copies of the 2008 accounts. The Clerk will request these. **Action Clerk**

Cllr. Mrs Thornton passed copies of the 2009 year-end accounts to the Clerk.

- 5.2.4 *Ferry Cottage* – The Chairman proposed, under Section (2) of the 1960 Public Bodies (Admission to Meetings) Act, that discussions under Agenda Item 5.2.4, *Ferry Cottage - Update*, should exclude members of the public due to the confidential nature of the business to be transacted. The minutes should also remain confidential until the matter under discussion is finalised.

Seconded by Cllr Green. Carried Unanimously

- 5.2.5 *Insurance claim regarding gate – confirmation that each user group has been contacted.* Cllr. Mrs Thornton confirmed that the head of each user group has been sent a letter explaining the recent problems caused when the gate was left open. In future, it should be closed and locked when vacating the Pavilion.

5.3 Finance Committee

- 5.3.1 *Committee Report* – No recent meeting.

- 5.3.2 *Loans to Parish Councils* – Yorkshire Local Councils Authority have confirmed that they will allow the Parish Council to apply for a £50,000 loan from the Public Works Loan Authority.

5.4 Field 84, Riverside and Footpaths Working Party

- 5.4.1 *Working Party Report* – Cllr. Jemison reported that he has viewed plans, which propose an upgrade of the existing restaurant owned by York Marine Services Ltd. He explained that it will be lifted above the flood level but will not be a floating building. Following removal of the shower blocks, the area will be landscaped.

5.5 Youth Support and Children’s Recreation

5.5.1 *The Park, Keble Park North* – Cllr. Mrs Bruce produced a play area template from Timberplay and explained to the Councillors how ideas gathered from the public consultation for the new play area in Keble Park could be incorporated into the design plan.

It was agreed that a footprint of the site, incorporating crucial design elements, would be sent out to tender to companies with specific playground expertise. The closing date will be set before the next Parish Council meeting in August.

Cllr. Jemison suggested that the plan should include a budget provision for a new wooden fence to surround the play area but after discussion, it was decided that a 2 metre high wire fence would provide greater privacy for surrounding residents.

8.05 pm Cllr. Mrs Thornton joined the meeting at this point.

Cllr. Mrs Bruce confirmed that a £3,000 grant has been applied for from Northern Gas Networks, which would be used to purchase fruit trees, seating, a bike rack and meadow grass. The documents were passed to Cllr. Harrison for signature.

5.5.2 *Youth Recreation* – Although it was reported in the Ward Committee newsletter that the Ward Committee finance the Urbie bus each Wednesday evening in Bishopthorpe between 7 and 9 pm, Cllr. Harrison pointed out that it is actually the Parish Council who pay £250 per quarter to the City Council for this facility in the village.

5.6 Allotments

5.6.1 *Monthly Report* – Nothing to report

5.7 Senior Citizens Support

5.7.1 *Monthly Report* – Cllr. Mrs Green agreed to take details of the mural project to Vernon House.

5.8 Web-site Management

5.8.1 *Web page update* – Cllr. Dunn agreed to arrange a meeting with Tim Bruce to progress the creation a new web site for the Parish Council. **Action Cllr. Dunn.**

09/101

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Financial Transactions

6.1 Payments to approve

Clerk’s Salary	476.00
Village Hall Administration Salary 29 th June 2009 to 27 th July 2009	183.20
Clerk’s Expenses- (<i>photocopying £3.68, Bish Street Kids clock repair c/f from June £15, Email connection charge quarterly £29.97, Phone calls quarterly charge £5.47, Special Delivery Charge for Mazars £4.95</i>)	59.07
Honorarium payment for Internal Auditor	75.00
Ainsty Lawncare - hedge trimmed surrounding the sports field	325.00
British Gas – Village Hall March to June 2009	184.14
Simon Sykes – pinfold repairs following vandalism	97.75
Sports and Leisure Committee Annual Grass Cutting Allowance (<i>£2052.73 minus Dean Landscapes Ltd £1,050.00 = £1,002.73</i>)	1,002.73
Urbie – Quarterly payment	250.00
City Of York Council – Commercial Waste from Sports Pavilion	52.33

Payment Total	£2,705.22
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Refurbishment Payments

Martin Design Associates – Consultancy Fees	517.50
Second Interim Certificate – H Watson & Son (York) Ltd	49,326.37
Arcadis Structural & Civil Engineers – Design of beams for Village Hall	172.50

Refurbishment Payment Total**£50,016.37****Grand Total to be debited this month****£52,721.59**6.2 **Income Receipts**

Sports and Leisure Committee – Yorkshire Water	50.89
Ward Committee Grant for the Play Area	5,000.00
Big Lottery Fund	52,851.79
Transfer from Post Office Reserve Account	10,000.00
Sports and Leisure Committee – British Gas	175.38

Income Total**£68,078.06**

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

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School Governors7.1 *Infants School* – Nothing to report

7.2 *Junior School* – Cllr. Mrs Green reported that the recent Ofsted Inspection, which focused on academic teaching and overlooked the school’s strengths in other key areas, was disappointing but a report following the Statutory Inspection of Anglican Schools, which focused on spiritual development, concluded that “learners are articulate and understand the special nature of their school”.

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Millennium Trust

8.1 Youth Awards

8.1.1 *Sub Committee Report* – Nothing to report

8.2 Pinfold

8.2.1 *Sub Committee Report* – The damaged copingstones have been replaced by Simon Skyes.

Cllr. Mrs Green contacted Brunswick Nursery to arrange for the plants to be weeded in both the pinfold and Sensory Garden.

8.3 Sensory Garden

8.3.1 *Update* – Nothing to report

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Police Liaison9.1 *North Yorkshire Police Force* – Report from PCSO Colin Martin:**Bishopthorpe figures**20th June 2009 – 26th July 2009**Criminal Damage**

04/07 – Damage to road sign and fencing on Bishopthorpe Road.

09/07 - Damage to vehicle on Lamplugh Crescent.

15/07 – Damage to shop window on Sim Balk Lane.

16/07 – Damage to window on Main Street.

18/07 – Damage to vehicles on Keble Park North x 3.

Violence

2 Domestic incidents within the village

Auto Crime

22/07 – Fuel cap damaged and fuel siphoned on Keble Park North.

Theft

29/06 – Theft of cheques by son on Temple Rd.

18/07 – Theft of three bikes on Keble Park North.

ASB – (None crime)

23/06 – Youths on mopeds on Montague Rd.

24/06 – Youths at junction of Acaster Lane and Ferry Lane.

27/06 – Youths in the Pinfold.

11/07 – Youths on mopeds on Beech Ave.

15/07 – Youths on mopeds on Appleton Rd.

15/07 - Youths on mopeds on Appleton Court.

16/07 – Mother v’ s son on Beech Ave.

18/07 - Youths on mopeds on Keble Park North.

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Local Council Association10.1 *Playing Fields Association – Annual Report* - noted. Information passed to Cllr. Mrs Bruce10.2 *Playing Fields – AGM notification, Saturday 18th July at 11am at The Chapel, Main Street, Hemingbrough* - noted10.3 *York Voluntary Voice – Newsletter* – noted10.4 *CPRE North Yorkshire Newsletter* – Information passed to Cllr. Mrs Bruce.

In an email received before the meeting, Cllr. Mellors stated that this newsletter refers to a ‘triangle of land adjacent to Appleton Road’ under the City Of York Council Development Plan. As it is unclear where the land is, Cllr. Mellors stated that he would investigate the matter fully on return from his vacation.

- 10.5 *York Open Planning Forum newsletter* – York Open Planning Forum is to hold an open meeting on the core strategy document as part of the City Council’s latest consultation on the new planning system. This is to be held on the 18th August and Cllr. Mellors has agreed to attend on behalf of Bishopthorpe Parish Council.

Submitting an email before the meeting, Cllr. Mellors wished for the following items to be included under this section:

- Notice has been given for the Local Councils Authority to quit their present offices by 30th November. It is unclear at the time of writing whether the organisation will move into their own premises or merge with rural councils.
- A letter is to be sent to the City Of York Council by the Local Councils Authority rejecting proposals to accept the revised Charter because the removal of the substantial reply by 28 days is unacceptable.
- The Section 106 procedure is being revised so that Parish Councils will clearly know what money is available for their use. It is mostly open space provision.

09/105 11 **Highway Matters**

- 11.1 John Ross, a Highway Inspector at City Of York Council, has agreed to order a replacement bench for the one which has gone missing on the corner of Acaster Lane / Main Street. Assurances were made that it will be in place in the next few months.

09/106 12 **Correspondence**

12.1 City of York not covered elsewhere

- 12.1.1 Bus Service 21: York to Bolton Percy / Colton – Information passed to Cllr. Mrs Green
- 12.1.2 *Local Development Framework Core Strategy Preferred Options* – information to be retained by the Clerk.

12.2 Others

- 12.2.1 None

09/107 13 **Ward Committee**

It was decided that the Parish Council will submit three separate grant applications for the following items:

1. A request will be made by Cllr. Higgins for waste bins for the playing field
2. A request will be made by Cllr. Dunn for waste bins for the play area
3. A request will be made by Cllr. Jemison for a light to be placed outside the Sports Pavilion.

09/108 14 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- *Ashton Hayes Parish Council – Our footprint, our journey* – Cllr. Mrs Green reported that action taken by Ashton Hayes Parish Council to become a carbon neutral village was highly commendable. She suggested that Bishopthorpe could follow their example and that a ‘Green Day’ could be held to help promote the idea. Cllr. Mrs Thornton agreed to liaise with Cllr. Mrs Green to see if this could be a project hosted in the Village Hall when it re-opens.

09/109 15 **Date and time of next meeting next Parish Council meeting Tuesday August 25th 2009 at 7.00pm in the Sports Pavilion.**

Meeting closed at 9.31 pm.