

Minutes of the meeting held at the Sports Pavilion on Tuesday 25th August 2009.

The Chairman opened the meeting at 7:05 pm.

Two members of the public were present together with Peter Callahan of Grantside Development. Cllr. Harrison invited questions:

Mrs Jenny Harris of the Marcia Public House, Main Street, attended the meeting to discuss possible solutions to tackle the increasing levels of youth disturbance in the village. She explained that whilst hosting a large funeral at the Marcia earlier today, a known group of youths arrived and upon being refused entry, the situation deteriorated into verbal threats of violence. Mrs Harris reported the incident to both the Community Police Officer and on the emergency 999 number. She further explained that in addition she has been the confidant of a number of villagers who have also received threats from the youths and is attending the meeting this evening to seek reassurance from the Parish Council that action is being taken.

Replying, Cllr. Harrison stated that the problems caused by the youths are currently endemic in the village. The Police are fully aware of the situation and are allocating increased resources to Bishopthorpe to try to resolve the problems. The Keble Park North Neighbourhood Watch Co-ordinator organised a recent well attended meeting in the Old School to discuss problems specific to the area but included residents from several locations in the village. Cllr Harrison attended the meeting along with local Police representatives and encouraged members of the public to report every incident, no matter how small, on 0845 6060 247. By taking this action, it will in turn result in an increased allocation of Officers to Bishopthorpe. A number of arrests have been made during the past month and the Police are aware of the crime hotspots i.e. the Pinfold, Sensory Garden, Ferry Lane and Methodist Church and are specifically increasing levels of visibility in these areas over the coming three evenings. Cllr. Harrison thanked Mrs Harris for attending the meeting and raising this issue.

Mr Gordon Smith of Bishopthorpe Palace attended the meeting to raise two points:

1. A number of walkers using the private path to the Moorings have commented on the high levels of dog mess along this path. It was suggested that a dog bin placed at this location would encourage dog walkers to clear up after their pet.

Cllr. Mellors agreed to telephone to Ward Committee to ask for the proposal be included in their latest grant requests. **Action Cllr. Mellors**

2. The Parish Council was asked to divulge the extent of their efforts to protect the village from flood damage in the future.

Cllr. Harrison explained that following the unprecedented levels of flood damage caused in 2000, the Parish Council undertook extensive consultations with both the City Council and the Environment Agency to seek preventative measures for the future. Initially, the drains were cleared and the valve checked to ensure that it was in correct working order. The Environment Agency were consulted but were unable to offer Bishopthorpe any 'piecemeal' remedial action until a full survey of the River Ouse has been conducted. After several meetings, it was concluded that provided the valve was correctly working and the drains and culvert were clear, nothing else could be done to protect the village. However, Cllr. Jemison also ensured that a written guarantee was made by City Of York Council to allocate sand, sandbags, a pump and labour in the event of a future flooding emergency. Cllr. Harrison stated that the Parish Council is open to further suggestions from any villager to prevent flood damage in the future.

The public meeting closed at 7.52 pm

Council Members Present: -

Cllr. Harrison (Chairman), Cllr. Mrs Thornton (Vice Chairman), Cllr. Jemison, Cllr. Mrs Green, Cllr. Mrs Bruce, Cllr. Higgins, Cllr. Mellors, Cllr. Watkins and Cllr. Dale

09/110 1 **Apologies for absence.**

Cllr. Dunn

09/111 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*
- *Cllr. Watkins declared an interest in item 5.2.5*

09/112 3 **Minutes of Meeting 28th July 2009**

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

Cllr. Harrison reminded Councillors that page 1447 of the minutes would remain confidential until the matter regarding the dispute at Ferry Cottage is resolved fully.

09/113 4 **Consideration of Planning Matters and recommendations of the Planning Group**4.1 Notice of Applications received

- 4.1.1 **Ramsey House, Chantry Lane.** Fell Cherry, Golden Robina: crown lift to 3m Beech, crown lift to 1.2m Yew. Trees in Conservation Area. 09/01404/TCA. No Objection
- 4.1.2 **Nursery, Moor Lane.** Construction of soakaway, creation of hard-standing and raising land level (re-submission). 09/00279/FUL. No Objection
- 4.1.3 **12 New Lane.** Single storey pitched roof rear extension. 09/01357/FUL. No Objection
- 4.1.4 **29 Maclagan Road.** Erection of detached two storey dwelling to side. 09/01352/FUL. No Objection
- 4.1.5 **25 Lamplugh Crescent.** Two storey pitched roof side extension and single storey pitched roof rear extension (resubmission). 09/01332/FUL. No Objection
- 4.1.6 **1 Coggan Way.** Conservatory to rear. 09/01451/FUL. No Objection
- 4.1.7 **13 Myrtle Avenue.** Two-storey side extension (resubmission). 09/01262/FUL. No Objection
- 4.1.8 **York Marine Services Ltd. Ferry Lane.** Demolition of buildings within the conservation area. 09/01449/CAC. No Objection
- 4.1.9 **York Marine Services Ltd. Ferry Lane.** Replacement of restaurant, workshop / office and toilet block after demolition of existing buildings (resubmission). No Objection
- 4.1.10 **Co-operative Society Limited, Main Street.** Display of externally illuminated fascia sign. 09/01400/ADV. No Objection, comments made.
- 4.1.11 **The Firs, 38 Main Street.** Single storey pitched roof log cabin to rear following demolition of existing shed. 09/01289/FUL. No Objection, comments made

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

- 4.2.1 **8 Newlands Road.** Single storey pitched roof side extension. 09/00857/FUL. (**No Objection, comments made**). Approved
- 4.2.2 **24 Keble Park Crescent.** Conservatory to rear. 09/01100/FUL. (**No Objection**). Approved.
- 4.2.3 **Glebe Farm, Moor Lane.** Two-storey rear extension. 09/01198/FUL. (**No Objection**). Approved

- 4.2.4 **3 Bridge Road.** Double pitched roof to replace flat roof. 09/00917/FUL. (No Objection) Approved
- 4.2.5 **Ousethorpe Cottage, 13 Main Street.** External alterations to garage to enable part conversion into guest bedroom. 09/01229/FUL. (No Objection) Approved

4.3 Other Planning Matters

4.3.1 *Update on Terry's Planning Application –*

The Development Director of Grantside Development, Peter Callaghan, attended the meeting to confirm that the revised planning application for the Terry's site will be submitted to the City Council this week. He stressed that it includes an updated traffic assessment, which takes into account concerns raised by local people. The floor was opened to questions:

Cllr. Dale suggested that the traffic report might inaccurately indicate that the majority of traffic will not use the A64 route to gain access to the site. He fears that most of this traffic will pass through Bishopthorpe at rush hours thus causing road congestion along Church Lane.

In reply, Mr Callaghan stressed that the traffic report has been validated by census material and verified by the Department of Transport.

Cllr. Mrs Green stated that confidence in these findings is questionable as one of the junctions highlighted is not actually a full junction.

Cllr. Harrison commented that whilst attending a recent meeting City of York Council, emphasised that Tadcaster Road would be promoted as the preferred route but the City Council conceded that this aim might be unachievable.

In conclusion, Cllr. Harrison stated that the Parish Council support the redevelopment of the site, which will bring employment into the City and help to regenerate the area. However, the volume of traffic that may affect Bishopthorpe post development, remains a major cause for concern and may have to be addressed again in the future.

- 4.3.2 *Letter from Wright Associates regarding York Marine Services Ltd –* A letter has been sent to the City Council by Wright Associates questioning whether the correct planning procedure has been followed by York Marine Services Ltd. The letter wrongly suggested that the Parish Council had not been informed by York Marine Services of their proposals. A copy of this letter was sent to the Parish Council for information purposes.

Moor Lane – Green Belt - Cllr. Harrison commented that in the Liberal Democrat Focus Newsletter attention is drawn to the greenbelt site on Moor Lane, which is highlighted as a potential development site for new housing. Cllr. Mellors agreed to draft a letter to the City Council strongly objecting to any proposal of this nature.

Action Cllr. Mellors

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Services5.1 Village Hall Management Committee5.1.1 *Management Committee Report* – No recent meeting.5.1.2 *Update on Refurbishment* – Cllr. Mrs Thornton confirmed that the refurbishment project will be completed on Friday 28th August and control of the building will be passed back to the Parish Council at 9.30am on that day.

An open day on Saturday 5th September is to be organised to invite members of the public to view the changes. The doors will be open between the hours of 11am to 3pm with refreshment served.

During the evening of the 5th, the Parish Council will play host to an invitation-only party in the Village Hall for all who have helped with the project. Cllr. Watkins, together with Cllr. Mrs Thornton and Mrs Shirley Burden, have organised outside caterers and a bar.

Turning attention to the financial aspects of the refurbishment, Cllr. Mrs Thornton is confident that the budget will not be exceeded and reported that smaller than anticipated construction costs have allowed greater flexibility in spending on other items for the refurbishment. Cllr Harrison confirmed that discussions held with HM Revenue and Customs had concluded that the Parish Council could reclaim the VAT associated with the refurbishment of the Village Hall.

Cllr. Harrison reported that the visit from the Vice Chair of the National Board for the Big Lottery Fund on the 11th August was very successful.

5.2 Sports and Leisure Management Committee5.2.1 *Management Committee Report* – At the meeting held on Monday 24th August, chaired by Cllr. Higgins, the following points were discussed:

- The new storage for the Playgroup is arriving on Friday 28th August. It will be painted in either green or brown to blend in with the surrounding area. Cllr. Mrs Thornton confirmed that there are no planning requirements for the storage unit.
- The Playgroup is investigating costs for a door heater but the Management Committee is concerned about the running costs and has therefore suggested alternative ways of retaining heat in the hall.
- Complaints have been made regarding the cleanliness of the floor following occupation of the Pavilion by the Playgroup. Elvington Floors are to be consulted for advice on cleaning.
- Away cricket teams visiting Bishopthorpe award points for the state of the field. The Club have reported that they are proud to be scoring very highly in this area.

5.2.2 *Change of use – planning application* – The City Council intend to charge the Parish Council £21 for providing an OS Map of Ferry Lane to accompany the planning application. Cllr. Mellors confirmed that it would be submitted without this.5.2.3 *Committee year-end accounts for March 2008* – Copies of the 2008 accounts may not have been completed. However, copies for 2007 and 2009 are held which will provide sufficient information to recreate 2008.

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

5.2.5 *Request from Bishopthorpe United for a donation of £600* – Upon request, the Club supplied the Parish Council with well-constructed background information on Bishopthorpe United and up to date accounts. Based on this information, Cllr. Mrs Thornton proposed that the Parish Council should donate a sum of £600 to Bishopthorpe United to help with pitch improvements. Seconded by Cllr. Jemison. Carried Unanimously

Cllr. Dale declared an interest in this item and refrained from the discussion and vote.

5.2.6 *Help with business rates – information from City Of York Council* – This was an offer from City of York Council to defer payment of business rates but the Council decided to continue with our normal payments.

5.2.7 *Letter from Allianz Insurance* – Allianz has requested that the Parish Council supply evidence to explain what steps have been taken to prevent a re-occurrence of the recent incident when an unsecured gate damaged a car.

Cllr. Mrs Thornton agreed to supply a copy of the letter sent out to the head of each user group which stipulates that any loss resulting from their negligence regarding securing the gate, will be responsibility of the user group and the Parish Council will be fully indemnified. A copy of this letter will be sent to Allianz. **Action Clerk**

5.3 Finance Committee

5.3.1 *Committee Report* – No recent meeting.

5.3.2 *Loans to Parish Councils* – The Department for Communities and Local Government has contacted the Parish Council to point out that the maximum term a loan for the play area can be offered over is ten years. This had not been explained in any previous documentation produced by the Department. Cllr. Harrison confirmed that in repayment terms, this would not cause the Parish Council a problem and proposed that these terms are accepted. Seconded by Cllr. Mrs Thornton. Carried Unanimously.

5.3.3 *Request from Bishopthorpe History Group for a £151 donation* – The History Group provided the Parish Council with copies of their accounts as requested. Following study of these, Cllr. Mrs Green proposed that the Parish Council should donate a sum of £151 to the Group to help pay for village history leaflets. Seconded by Cllr. Mrs Thornton. Carried Unanimously

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Working Party Report* – Comments have been received from villagers about the poor state of upkeep of Field 84. Cllr. Jemison agreed to contact Mr Mandy to discuss this issue, reminding him of the condition within the lease contract to ensure the area is kept in a reasonable condition.

5.5 Youth Support and Children's Recreation

5.5.1 *The Park, Keble Park North* – The job of building a new play area has been put out to tender and five companies have submitted their proposals. Cllr. Mrs Bruce placed posters on the wall detailing these proposals for Councillors to inspect.

It was concluded that the best way forward was to form a play area sub-committee to thoroughly assess each application before reaching a decision. The sub-committee will comprise of Cllr. Mrs Bruce, Cllr. Mrs Thornton, Cllr. Harrison and Cllr. Dunn

5.5.2 *Youth Recreation* – The Urbie project have confirmed that they will re-locate to the Village Hall in the next few weeks.

5.6 Allotments

5.6.1 *Monthly Report* – Cllr. Dale reported that a number of new allotments might soon become available at the Appleton Road site following the sad news that Matthew Bell has passed away unexpectedly. Mr Bell was a long-standing allotment holder who will be sadly missed. Mr David Peacock has agreed to look after Mr Bell’s plots until the end of the growing season and will contact the Parish Council when it is appropriate to re-let them.

5.7 Senior Citizens Support

5.7.1 *Monthly Report* – Nothing to report

5.8 Web-site Management

5.8.1 *Web page update* – Cllr. Harrison reported that the Parish Council’s webpage is up to date.

5.9 Environmental and Sustainability Issues

5.9.1 *Monthly report* – At the Local Development Forum on the 28th July, Cllr. Mrs Green reported that the village design statement was discussed. Cllr. Harrison handed Cllr. Mrs Green the information sent to the Parish Council under heading 12.1.3 – Village Design Statements.

Cllr. Mrs Thornton confirmed that there are proposals to hold a ‘Green Day’ during January 2010 at the Village Hall – details to be arranged with Cllr. Mrs Green.

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6

Financial Transactions

6.1 Payments to approve

Clerk’s Salary	476.00
Village Hall Administration Salary 28 th July 2009 to 27 th August 2009	175.87
Clerk’s Expenses- (<i>photocopying £4.80, Stamps £20.16</i>)	24.96
Postal expenses – Cllr. Mrs Bruce	
City Of York Council recorded delivery and Special Delivery	6.60
Special delivery expenses in connection with five tender documents	6.80
Postal expenses – Cllr. Mrs Thornton special delivery to Big Lottery	5.40
G & S Jackson and Son – Cutting the grass on the sports field	1,150.00
<u>Yorkshire Water: Second Quarter Invoices –</u>	
Allotments – Appleton Road	15.82
Allotments – Acaster Lane	26.65
Sports Pavilion	91.39
Village Hall	62.75
<u>Npower:</u>	
Sensory Garden – 7 th May to 31 st July 2009	39.40
Village Hall – 7 th May to 27 th July 2009	85.64
Sports Pavilion – 29 th April to 31 st July 2009	289.67
Cllr. Mrs Thornton – expenses relating to visit from the Big Lottery 11/8/09	44.20
Cllr. Mrs Thornton – Big Lottery postage expenses	9.36
Payment Total	£2,510.51

Refurbishment Payments

Third Interim Payment – H Watson & Son (York) Ltd	39,330.00
Martin Design Associates – Professional Fees	517.50
Gopak – stacking chairs with seat and back pad	4,711.55
Martin Design Associates – Profession Fees	862.50
David Chapman Associates – Professional Fees	5982.76
Herbert Todd & Son – Furniture and Fittings	1249.00
Staples – Furniture and Fittings	96.50
French polishing for floor of Village Hall	3,450.00
Fourth Interim Payment – H Watson & Son (York) Ltd	32,906.64
Gopak – Linking Clip	244.38
Refurbishment Payment Total	£89,350.83

Grand Total to be debited this month **£91,861.34**

6.2 **Income Receipts**

Inland Revenue – VAT return first quarter	15,699.14
Big Lottery Fund – Claim 03	34,650.00
Big Lottery Fund – Claim 04	36,088.61
Sports and Leisure Committee – Waste Collection	22.75
Income Total	£86,460.5

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

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School Governors

- 7.1 *Infants School* – Nothing to report: the school is closed for the summer break.
- 7.2 *Junior School* – Cllr. Mrs Green reported that the school wish to organise a ‘Community Afternoon’ before Christmas when residents having little or no contact with the school will be invited to attend – details to be reported when known.

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Millennium Trust

- 8.1 Youth Awards
 - 8.1.1 *Sub Committee Report* – The sub-committee was requested to begin the administration process to publicise this year’s award. The deadline was decided as the 30th November with the ceremony planned in the Village Hall on Tuesday January 12th 2010. Tim Bruce will be approached to produce posters.
- 8.2 Pinfold
 - 8.2.1 *Sub Committee Report* – Nothing to report
- 8.3 Sensory Garden
 - 8.3.1 *Update* – Cllr. Mrs Green reported that a bench has been vandalised and the fountain damaged in the garden. It was suggested that the gate should be locked periodically to deter vandalism during the evening and any persons caught inside the garden after it is locked, should be reported to the Police for trespass.

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Police Liaison9.1 *North Yorkshire Police Force* – Report from PCSO Colin Martin:**Bishopthorpe figures**26th July 2009 – 23rd August 2009Criminal Damage07/08 – Window broken at Listers News agents – **1 ARRESTED**

07/08 – Fence damaged in Keble Park North

19/08 – Sensory Gardens damaged

Auto Crime

9,10,11/08 – 12 car aerials were taken in the School Lane, Montague Rd and Beech Ave areas

Theft04/08 – Canoe equipment stolen from Ferry Lane – **1 ARRESTED**

05/08 – Lawn mowers stolen from Brunswick

17/08 – Charity box taken from Ferry Lane

19/08 – Insecure bike taken from Acaster Lane

Burglary

05/08 – Copper tank taken from Bridge Rd

16/08 – Ferry Lane cottage entered – **3 ARRESTED**Arson

22/08 – Fence set alight in Keble Park North

23/08 – Hedge / bowling club hut set alight

ASB – (None crime)

26/07 – Bottle thrown at window on Maple Ave

28/07 – Neighbour dispute in Myrtle Ave

31/07 – Red car speeding on Keble Park North

01/08 – Youths on mopeds in Appleton Court

02/08 – Youths on mopeds in Appleton Court

03/08 – Youths being rowdy in Keble Gardens

05/08 – Youths being rowdy in School Lane

06/08 – Youths being rowdy in Copmanthorpe Lane

07/08 – Youths being rowdy in Acaster Lane

10/08 – Objects thrown at window on Maple Ave

11/08 – Youths jumping in the river off the ‘fisher of dreams’ bridge

13/08 – Youths on mopeds in The Orchard

14/08 – Youths being rowdy at the Co-op

14/08 – Objects thrown at window on Maple Ave

17/08 – Youths being rowdy in School Lane

17/08 – Youths being rowdy at the Co-op

18/08 – Youths being rowdy at the Co-op

20/08 – Youths being rowdy in Pinfold

- 09/118 10 **Local Council Association**
10.1 *Rural Action Yorkshire – AGM Saturday 21st November venue TBA.* – Noted
10.2 *Country Air newsletter* – Information passed to Cllr. Mrs Green
10.3 *The Playing Field newsletter* – Information passed to Cllr. Mrs Bruce
- 09/119 11 **Highway Matters**
11.1 Cllr. Jemison reported that the damaged seating area of the Parish Council’s bench on the corner of Acaster Lane could be replaced by hardwood costing £200 and proposed this action to the meeting. Proposal seconded by Cllr. Mrs Thornton. Carried Unanimously
- Cllr. Mellors reported that Mr Percy of The Coppice has complained about the fence bordering his property to Appleton Road. Cllr. Mellors established that the fence and embankment are the property and responsibility of the City Council and the matter has been reported to them to resolve.
- 09/120 12 **Correspondence**
12.1 City of York not covered elsewhere
12.1.1 *Elvington Airfield – High Court judgement* – Information passed to Cllr. Mellors
12.1.2 *Consultation of City Of York Council statement of Licensing Policy under the Gambling Act 2005.* – Noted
12.1.3 *Village Design Statements* – Information passed to Cllr. Mrs Green
12.2 Others
12.2.1 *John Hodgson Charitable Trust* – Written notification was received that the Trust has been “wound up” and funds transferred to the Norman Collinson Charitable Trust. On behalf of the Parish Council, Cllr. Mrs Green has written to the Clerk of the Trust to thank them for their help in the past.
12.2.2 *Local transport plan progress report from North Yorkshire County Council* – The information was deemed to be an environmental issue and was passed to Cllr. Mrs Green for completion on behalf of Bishopthorpe Parish Council.
- 09/121 13 **Ward Committee**

As noted at the beginning of the meeting, Cllr. Mellors agreed to contact the Ward Committee to request a dog bin on the private road leading down to the Moorings. **Action Cllr. Mellors**
- 09/122 14 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- The Clerk requested that the Parish Council purchase copies of the following two books:
(1) Local Council Administration, 8th edition, by Charles Arnold Baker (price £67) and
(2) The Parish Councillor’s Guide, 19th edition, by Paul Claydon (price £14.50)
Purchase of these books was proposed by Cllr. Harrison and seconded by Cllr. Mrs Green. Carried Unanimously
 - Cllr. Harrison reported that Mrs King of Beech Avenue has complained that trees planted at the bottom of her garden are blocking sunlight and may be a hazard in high winds. It was determined that the trees were planted by the City Council and Cllr. Harrison suggested Mrs King should contact them in the first instance.
 - Cllr. Harrison produced a postcard invitation from Yorkshire Water to attend an open day at Naburn Sewerage Works. The tour will take place on either 12th or 13th September and any interested Councillor should contact Cllr. Harrison to book a place.
- 09/123 15 **Date and time of next meeting next Parish Council meeting Tuesday September 22nd 2009** at 7.00pm in the Village Hall

Meeting closed at 9.44 pm.