

Minutes of the meeting held at the Village Hall on Tuesday 27th April 2010.

The public meeting was opened by the Chairman at 7.04 pm

Eight parishioners were present to discuss the play area in Keble Park North.

The Chairman reminded the meeting that decisions made in the Extra-ordinary meeting on the 20th April were full and final.

Mr Alan McDermott of Beech Avenue asked if the opening and closing times for the park have been finalised. He commented that the residents' wishes have not been considered: only those of the users.

Cllr. Harrison confirmed that the following opening / closing times will be applied-

Monday to Friday	9:00am to 7:30 pm
Saturday	10:00am to 7:30pm
Sunday	10:30am to 7:30pm

The park will be closed at dusk during the winter months to account for the seasonal variance in daylight.

Mr McDermott asked the Parish Council to clarify the current status of the park i.e. whether it is officially open or closed.

Cllr. Harrison stated that the park has been temporarily closed to allow contractors to erect the wooden fencing and to install gates.

Mrs Carol Smyth of Beech Avenue asked what the intended use of the tarmac area is.

In reply, Cllr. Harrison informed Mrs Smyth that following consultation with the City Council, this area has been reserved for Street Sport activities. These activities will be supervised by City Council employees who will conduct Health and Safety checks before use.

Mrs Smyth further informed the meeting that nine footballs have been thrown into her garden recently and asked when the Parish Council intends to put up a sign to say 'No Ball Games'.

Cllr. Mrs Bruce explained that the City Council is currently in the process of making signs for the play area and it is hoped that these will be available soon. However, in the meantime, Cllr. Mrs Bruce offered to laminate some temporary signs prohibiting ball games.

Mrs Smyth then showed a broken piece of wood with a sharp end (approx 30 cm in length) to the meeting and asked if the Councillors considered this to be an offensive weapon. She explained that the spear was recently thrown into her garden by children using the play area.

Cllr. Higgins assured Mrs Smyth that this would not be classed by the Police as an offensive weapon and suggested that the incident should be reported to them.

In reply Mrs Smyth informed the meeting that she had phoned the Police at 6.40 pm this evening to report that motor cycles were inside the play area and youths were standing on the high equipment shouting and swearing. She was very annoyed that the opinions of local residents were not taken into consideration during the planning stages of the park.

Mr Brian Clark of Keble Park North asked if 7.30 pm would be the closing time of the park in winter.

Cllr. Harrison confirmed that the park would be closed at dusk during the winter months.

Mr Alan McDermott of Beech Avenue stated that the Police are only able to press charges against offenders if an offence has been committed. If the local residents report that youths are using the play area after it has officially closed, he wanted to know if the Parish Council would press charges for trespass.

(7.15 pm Cllr. Mrs Thornton entered the meeting at this point)

Cllr. Harrison urged local residents to report any incidents to the Police, which give cause for concern. In return, the Police have committed their support.

Mr David Cooper of Beech Avenue asked for clarification on tree planting plans around the perimeter of the park.

Cllr. Harrison confirmed that the City Council have offered a number of mature container trees for planting around the perimeter of the park to provide a level of privacy for houses that are overlooked by the highest pieces of equipment. They have suggested that evergreens may not be appropriate as they would affect the amount of natural light but intend to discuss individual requirements with residents before planting commences.

Mr Brian Clark of Keble Park North asked how much it would cost to move the Jungle Climbing Frame.

Cllr. Harrison stated that it would cost over £4,000 to remove this one piece of equipment. However, if it were to be relocated within the park, this would involve moving three of four other pieces of equipment at an approximate cost of between £10,000 and £15,000.

The public meeting closed at 7.17 pm

Council Members Present:

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

10/35 1 **Apologies for absence.**
Cllr. Watkins and Cllr. Dale

10/36 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:

Nothing declared.

10/37 3 **Minutes of Meeting 23rd March 2010 and Extra Ordinary Meeting 20th April 2010**

Acceptance of the 23rd March 2010 minutes was proposed by Cllr. Mrs Thornton and seconded by Cllr. Higgins. Carried Unanimously by all who attended the meeting.

Acceptance of the Extra-ordinary meeting minutes of the 20th April 2010 was proposed by Cllr. Higgins and seconded by Cllr. Mrs Thornton. Carried Unanimously by all who attended the meeting.

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Consideration of Planning Matters and recommendations of the Planning Group4.1 Notice of Applications received

- 4.1.1 **22 Keble Park Crescent.** Conservatory to rear. 10/00429/FUL. No Objection
- 4.1.2 **South House, Moor Lane.** Single storey extension to side and rear. 10/00541/FUL. No Objection

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

- 4.2.1 **Land adjacent to 29 Maclagan Road.** Variation of condition two of planning permission 09/01352/FUL to allow minor amendment for additional windows in side elevation of proposed dwelling. 10/00277/FUL. (**Comments made.**) Approved
- 4.2.2 **Newlyn, 10 Coda Avenue.** Two storey side and single storey rear extension. 10/00254/FUL. (**No Objection**). Approved
- 4.2.3 **The Stable Yard, Chantry Lane.** Two storey pitched roof rear extension. 10/00033/LBC. (**No Objection**). Approved
- 4.2.4 **51 Main Street.** First floor pitched roof rear extension (resubmission). 10/00281/FUL. (**No Objection**). Approved
- 4.2.5 **The Palace, Bishopthorpe Road.** Installation of metal grille and gate to the folly. 10/00168/FUL. (**No Objection**). Approved
- 4.2.6 **43 Ramsey Avenue.** Single storey rear extension following demolition of existing conservatory. 10/00146/FUL. (**No Objection**). Approved
- 4.2.7 **16 Maclagan Road.** Two storey side extension and single storey rear extension. 10/00232/FUL. (**No Objection**). Approved.
- 4.2.8 **Nursery, Moor Lane.** Two storey pitched roof detached dwelling on land between North Moor and Foxglove Cottage. 10/00044/FUL. (**No Objection**). Refused

4.3 Other Planning Matters

- 4.3.1 *Letter received from Rob Johnson regarding Planning Application 09/00819/FUL, Land rear 14 Copmanthorpe Lane.* Noted

Cllr. Mellors reported that he is investigating whether Bishopthorpe Parish Council would be able to claim a £3,000 grant from the City Council for 'developments created in open space'.

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5

Services5.1 Village Hall Management Committee

- 5.1.1 *Management Committee Report* – Nothing to report
- 5.1.2 *The Charity Commission – submission of Trustee Annual Report and Accounts for year ending March 2009 – (due by 31st January 2010)* – Cllr. Mrs Thornton has informed the HSBC Bank that the Committee Treasurer, Martin Flook, has still not provide any financial information to the Parish Council to enable completion of the annual Committee accounts. She asked that he be removed from the mandate with immediate effect and be replaced by the Clerk. Cllr. Mrs Thornton also requested two-years back copies of statements from the bank together with new cheque and paying-in books.

Under this heading, Cllr. Mrs Thornton reported that a complaint from a Village Hall user has been received alleging inappropriate behaviour by children attending the youth club. Cllr. Mrs Thornton agreed to attend the next meeting of the youth club to raise these concerns with their leader, Helen Jarvis.

- 5.2 Sports and Leisure Management Committee
- 5.2.1 *Management Committee Report* – Cllr. Mrs Thornton reported the following items from the recent Committee meeting:
- A sports web page has been launched on bish.net. The Cricket club are already using this and the page is being advertised to other sports clubs in the village.
 - Tenders have been invited for external painting of the Pavilion.
 - There have been recent reports of vandalism when glass was deliberately smashed and then swept onto the football pitch, thus rendering it un-playable. Bishopthorpe United cleared this away and reported the incident to the police. Play Group has been advised. Cllr. Mrs Thornton suggested that a sign should be put on the back of the Pavilion displaying the phone number of the Police and requesting that any anti-social behaviour incidents should be reported to them directly.
- 5.2.2 *Conditions of Hire Form* – Draft documents have been created. These will be passed to the Football and Cricket Clubs for their comments before being finalised.
- 5.2.3 *Rental income and operating costs – list to be prepared by Committee* – Nothing to report. Item to be removed from Agenda
- 5.2.4 *Alleged artificial light nuisance from Ferry Lane Playing Field* – Cllr. Mrs Thornton confirmed that the security light on the Pavilion has been angled to shine on the floor and not into neighbouring property. The City Council will monitor the situation and will report any breaches to the Parish Council for action.
- 5.2.5 *Letter regarding the triangle of land by the Pavilion* – Cllr. Jemison passed the Clerk a copy of his letter.
- 5.3 Finance Committee
- 5.3.1 *Committee Report* – No recent meeting.
- 5.3.2 *Bishopthorpe Bowling Club request for financial assistance* – Following a lengthy debate, Cllr. Mrs Thornton proposed that the Parish Council should assist the Bowls Club with a financial contribution up to the sum of £1,288. Cllr. Harrison agreed to review the Parish Council's financial position before the May meeting when a final decision will be taken. **Action Cllr. Harrison**
- 5.3.3 *Clerk's annual salary review* – the Clerk left the room
- It was agreed to increase the Clerk's salary from £476 per month to £567 per month (£6,804 annually) to reflect the extra work involved with the Village Hall and Sports Pavilion Treasurer rolls. The Clerk's hours will increase from 12 per week to 14 per week.
- The Clerk thanked the Councillors on her return.
- 5.3.4 *Smiths Gore – Proposed increase in Allotment (Acaster Lane) rent – from £135 to £145 annually* – The Councillors agreed that this represented a reasonable request and agreed to the 7.4% increase, which is fixed until 2013.

- 5.4 Field 84, Riverside and Footpaths Working Party
- 5.4.1 *Working Party Report* – York Marine Services Ltd. has reported that the concrete slipway has split and offered to remove the broken section parallel to the waterline at no cost to the Parish Council. Cllr. Jemison confirmed that this will still allow the canoeists to use it and will make it safer overall. Cllr. Harrison agreed that York Marine Services Ltd. should be instructed to undertake this work.
- 5.4.2 *Steps by the fishing platform* – Upon reflection, Cllr. Jemison advised that installing steps would render the Parish Council responsible for their safety. This could be a particular problem when the river floods and the steps will be covered in mud and silt. It was agreed that installation of steps would not be pursued.
- 5.5 Youth Support and Children’s Recreation
- 5.5.1 *The Park, Keble Park North* – Cllr. Mrs Bruce gave a comprehensive report as follows:
- **Playday** wish to hold an event in the park on the 4th August.
 - **Perimeter Fence** – Some youngsters are climbing over the fence and methods of deterring this action were discussed: these included roller barriers, anti-climb spikes and anti-climb paint. Cllr. Mrs Bruce agreed to contact Jim Shanks to seek his advice.
 - **Signs** – City of York Council has offered to make the signs for the play area – the Parish Council must decide what details to include. Cllr. Mrs Bruce agreed to install temporary, laminated, signs until the permanent ones have been made. **Action Cllr. Mrs Bruce.** City of York Council has further suggested that it may be useful to gather the opinions of youngsters using the park to allow them to set their own rules. This informal ‘Code of Conduct’ should lead to a degree of ownership.
 - **Trees** – City of York Council has agreed to supply a number of tall container trees. Local residents will be consulted before planting commences.
 - **Inspection Book** – Julia Holmes of Allianz Insurance has not responded to numerous emails and telephone messages from the Clerk asking for clarification of ‘regular inspections’. It was therefore decided that the play area will be inspected fortnightly and Cllr. Mrs Bruce suggested that the inspections should be shared amongst the Councillors but agreed to do the first one in May. The book will be brought to every Parish Council meeting and passed to the next Councillor to record their inspection results. ROSPA will be instructed annually, every February, to conduct the main inspection.
 - **The Ward Committee Report** – this has been finalised and was passed to the Chairman for approval.

Cllr. Harrison reported that a rota of approximately twenty volunteers will be drawn up to open and close the park gates. It was estimated that six sets of keys would be required for the following people: Parish Council, the rota, Police (two sets), maintenance and Cllr. Harrison.

Cllr. Mrs Thornton produced a quote from Pete Homes Garden Services for grass cutting, strimming, weeding and litter removal of the Keble Park play area. The quote was for £45 per visit. Cllr. Harrison proposed that this should be accepted and it was seconded by Cllr. Mrs Green. Carried Unanimously

A second quote by Pete Homes Garden Services was produced for turfing the area of ground over the play tunnels at the play area. This was for £355. Cllr. Harrison proposed that this quote should be accepted. Seconded by Cllr. Mrs Thornton. Carried Unanimously.

Cllr. Harrison reported that he has obtained a quote from Playdale to replace the surface under the swings with rubber matting. This is for £238 + vat. Cllr. Harrison proposed that this quote should be accepted. Seconded by Cllr. Mrs Green. Carried Unanimously. Cllr. Harrison also agreed to ask Playdale to oil the swings as they are causing a noise nuisance to neighbouring residents. **Action Cllr. Harrison**

Cllr. Harrison reported that the City Council Environmental Protection Unit has received a complaint, from a local resident, of noise nuisance emanating from the play area. The City Council have a statutory duty to investigate this claim and will decide over a four-month investigation period if the noise exceeds statutory nuisance levels as defined by the Environmental Protection Act 1990. If this is exceeded, a noise abatement notice will be served on the Parish Council by the City Council. An Environmental Officer has offered to meet with Parish Council representatives to discuss the complaint. **Action Cllr.Harrison**

5.5.2 *By-law investigation regarding the prevention of dogs in the new play area – update Cllr. Mellors* – Nothing to report

5.5.3 *Letter from Playdale* – All the play area equipment has been independently tested to comply with BSI (British Standard Institute) levels and has been awarded a British Standard Kitemark as proof of compliance to BS EN1176 standard.

5.5.4 *Letters of support for the play area from:*

5.5.4.1 Jennie Neson

5.5.4.2 Lynn Pym

5.5.4.3 Kerry and Chris Maxwell

5.5.4.4 Justine Andrews

5.5.4.5 Richards and Helen Elliott

Cllr. Harrison paraphrased the letters of support to the meeting and reported that a number of addition emails of support have been sent directly to him. In addition, Cllr. Harrison also confirmed that the Parish Council has been handed a petition of support for the play area signed by one hundred and fifty-four people.

5.5.5 *Letter from K and SJ Neale* – the items raised in this letter were dealt with in the Extra Ordinary meeting on the 20th April.

Cllr. Harrison commented that he was in receipt of a letter from Mr and Mrs. Smyth of Beech Avenue and confirmed that he will reply to this shortly. Action Cllr. Harrison

5.6 Allotments

5.6.1 *Monthly Report* – Nothing to report

5.6.2 *Fence damage caused by cattle – letter to be sent to Mr Cammidge – update Cllr. Dale* – The Clerk reported that £150 has been paid to Mr Wright by Mr Cammidge's Insurance Company to compensate for damage caused to his allotment when cows broke through the fence in October 2009.

5.7 Senior Citizens Support

5.7.1 *Monthly Report* – Cllr. Mrs Green reported that Vernon House plays host a variety of activities. Cllr. Mellors confirmed that the Bishopthorpe First Responders intend to use the venue for training purposes and the Bowls Club use it for their meetings.

5.8 Web-site Management
 5.8.1 *Web page* – It was agreed that it is not appropriate for the Parish Council use Facebook as a means of communication. The Parish Council is a legally established formal body and Facebook is an informal social network system.

5.9 Environmental and Sustainability Issues
 5.9.1 *Monthly report* – Cllr. Mrs Green reported that the Environment Forum is seeking to re-write their core values.

In addition, Cllr. Mrs Green advised that she will be attending a Road Safety Meeting on May 12th and gave her apologies for the Bishopthorpe Parish Council APM on this day.

10/40 6 **Financial Transactions**

6.1 Payments to approve

Clerk’s Salary	476.00
Clerk’s Expenses- (<i>Dictaphone batteries £3.39, phone calls £6.01, AOL quarterly connection costs £29.99</i>)	39.39
City Council Rates – Sports Pavilion	463.68
City Council Rates – Village Hall (paid in 10 instalments)	1,945.80
Public Works Loan Board half yearly payment	3,205.00
Cricket field half yearly rent – Smiths Gore	150.00
Village Hall Management Committee – Shirley Burden	20.00
Village Hall Cleaner	135.00
CPRE – annual subscriptions	29.00
Allotments at Acaster Lane half yearly rent – Smiths Gore	67.50
Land formerly the Chantry half yearly rent – Smiths Gore	5.00
British Gas – Village Hall 8 December to 15 March	1,067.07
Sports Pavilion waste collection by City Of York Council	57.28
Acaster Drainage – annual agricultural rates	1.20
YLCA – New standing orders	27.00
Village Hall waste collection by City Of York Council	38.19
Village Hall extra sets of front door keys – Timpson	27.00
Payment Total	£7,754.11

Village Hall refurbishment expenses:

WH Waston & Son Ltd – retention payments	6,057.93
James Brindley – outstanding balance Invoice 4806	593.88
	£6,651.81

Play Area Payments

None	0.00
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Play Area Payment Total	£0.00
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Grand Total to be debited this month	£14,405.92
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6.2 Income Receipts

Allotment Rent – Emma Field	6.00
Mr Berry – Appleton Road Allotment rental	6.00
Camera Club Annual payment for Sports Pavilion rental	190.00
Income Total	£202.00

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

10/41 7 **School Governors**7.1 *Infants School* – Nothing to report7.2 *Junior School* – Cllr. Mrs Green reported that the next meeting would be held on the 28th April.10/42 8 **Youth Awards**8.1 *Committee Report* – Nothing to report8.2 Confirmation that the 2011 Awards Evening has been booked for Tuesday 11th January 201110/43 9 **Pinfold**9.1 *Committee Report* – Nothing to report10/44 10 **Sensory Garden**10.1 *Committee Report* – Cllr. Mrs Green reported that a stone is blocking the fountain once again. Cllr. Jemison agreed to re-install the metal grid. **Action Cllr. Jemison**10/45 11 **Police Liaison**11.1 North Yorkshire Police Force – Report from PCSO Colin Martin received following the meeting:**Bishopthorpe Figures****20th March 2010 – 16th April 2010**Auto Crime

20/03/10 – Attempt to enter a car on Acaster Lane

Burglary – Other

22/03/10 – Tools taken from the Walled Garden

Anti-Social Behaviour – (None crime)

18/03/10 – Youths in the Park – Park not yet open

21/03/10 – Teenagers in the Park, RP thought they were too old to be in there

05/04/10 – Youths on Beech Ave

06/04/10 – Youths in Park @ 11.30 pm

08/04/10 – Youths in Park @ 11.50 pm

09/04/10 – Youths on Beech Ave

14/04/10 – Youths in Park

The Parish Council is pleased by the positive response from local residents around the play area who are taking an interest in the park after hours and reporting anything out of the ordinary to the Police.

Cllr. Mrs Green informed the meeting that ‘*Operation Spoke*’ would take place at the Village Hall on Saturday 22nd May where cycles can be registered with the Police so that they can be more easily identified in the case of theft. The event will be held from 9.30 am until 3.30 pm.

11.2 *Cycle track – proposed gating* – Cllr. Higgins reported that following conversations with Sergeant Andrew Haigh, Sustrans and Cycle England it has been decided not to progress this project at this moment in time. Item to be removed from the Agenda.

10/46 12 **Local Council Association**

12.1 *YLCA Update* – Cllr. Mellors reported the following items:

- The number of Parish Councils gaining Quality Status is down.
- A new White Rose publication is due shortly.
- Following the increase in subscriptions, three Parish Councils have resigned from the YLCA. Cllr. Mellors listed the benefits of the YLCA and urged Bishopthorpe Parish Council to continue to renew its membership.

12.2 *Adoption of new standing orders* – Cllr. Harrison agreed to review the new set of Standing Orders and proposed that they be adopted in the May meeting.

12.3 *CPRE Fieldwork magazine* – Information passed to Cllr. Mrs Green.

12.4 *Voluntary Voice – April newsletter* – The Clerk was asked to register Bishopthorpe Parish Council with Charity Builder UK's new online service at www.charitybuilder.com. **Action Clerk**

Cllr. Mellors reported that the York Open Planning Forum would not request annual subscriptions this year as they are in a financially 'healthy' position. The Local List is moving forward and English Heritage has shown interest in becoming involved. The Forum is arranging a number of training days for planning panel members, which will be open to all Parish Councils.

10/47 13 **Highway Matters**

13.1 *None*

10/48 14 **Correspondence**

14.1 City of York not covered elsewhere

14.1.1 *Budget announcement – Increase in level of small business rate relief* – noted

14.2 Others

14.2.1 *Letter from Sue Prime of Bishopthorpe Bowling Club* – noted

14.2.2 *North Yorkshire Fire & Rescue draft integrated risk management plan* – noted

10/49 15 **Ward Committee**

Nothing to report

10/50 16 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**

- *Letter from Bishopthorpe Bowling Club regarding a challenge match* – Thursday 17th June appeared to suit most Councillors. The Clerk will contact the Bowling Club to arrange a match. **Action Clerk**

10/51 17 **Date and time of next meeting – Annual Parish Meeting on Wednesday 12th May (8pm) and the next Parish Council meeting on Tuesday 25th May 2010 at 7pm in the Village Hall**

Meeting closed at 9.13 pm