

Minutes of the meeting held at the Sports Pavilion on Tuesday 26th May 2009.

The Chairman opened the meeting at 7:10 pm. No other members of the public were present.

Council Members Present: -

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

Following a unanimous vote in accordance with procedure to elect a new Councillor, Cllr. Harrison welcomed Malcolm Higgins to Bishopthorpe Parish Council as a new Parish Councillor to replace David Livesley who retired due to ill health. Clerk to complete documentation to formally register Malcolm. **Action Clerk**

09/68 1 **Apologies for absence.**

Cllr. Mrs Green

09/69 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*

09/70 3 **Minutes of Meeting 28th April 2009**

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

09/71 4 **Consideration of Planning Matters and recommendations of the Planning Group**

4.1 Notice of Applications received

4.1.1 None

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

4.2.1 **56 Beech Avenue.** Two storey pitched roof side extension and porch to front. 09/00305/FUL. (**No Objection**). Approved

4.2.2 **13 Myrtle Avenue.** Two storey pitched roof side and single rear extension. 09/00368/FUL. (**No Objection**). Approved

4.3 Other Planning Matters

4.3.1 *Update on Terry's Application* – No progress to report. The suggestion, made by the Parish Council, to alter the road configuration of Church Lane to aid the flow of traffic at rush hour, is still under consideration by the City Council

09/72 5 **Services**

5.1 Village Hall Management Committee

5.1.1 *Management Committee Report* – Nothing to report

5.1.2 *Update on Refurbishment* – Cllr. Mrs Thornton confirmed that the building works are on schedule and it was suggested that the July Parish Council meeting should convene at the Village Hall for the first ten minutes to view progress to date. Cllr. Mrs Thornton agreed to arrange this with the site manager. **Action Cllr. Mrs Thornton**

The first bill from the contractors has been received and is for £48,621 net of VAT, which includes a payment of £14k for the lift. The Lottery has confirmed that this will be paid net of VAT.

Cllr. Mrs Thornton reported that the National Westminster Bank have put the first payment to the contractors in jeopardy by losing the bank details verification document sent to them by the Big Lottery at the end of April. Cllr. Mrs Thornton has obtained a copy of the form directly from the Lottery, which Cllr. Mrs Bruce agreed to take to the National Westminster to ensure that it is completed correctly.

Simon Lewis (the Parish Council's contact at the Lottery) confirmed that upon receipt of the completed document, payment would be made by BACS credit to the Parish Council on Wednesday 3rd June.

The loss of this document by the National Westminster has had serious implications and it was agreed that a letter of complaint should be addressed to Paul Derbyshire, - the Bank's Commercial Manager. **Action Clerk**

- 5.1.3 *'Scores on the Doors' information from City Of York Council* – Cllr. Watkins explained that the City Council have implemented a new scoring system for commercial kitchens which awards 'star scores' as an indication of excellence – 5 stars being the highest score available.

As the Village Hall is not used on a frequent basis for catering it cannot be awarded a star rating but has been recognised as a 'Low Risk' establishment, which is an achievement and is reflective of the type of business it is.

5.2 Sports and Leisure Management Committee

- 5.2.1 *Management Committee Report* – The next Committee meeting is to be held on 1st June.

Cllr. Mrs Thornton reported that the grass-cutting contract has been awarded to two contractors: Alan Jackson, who will cut the football field and Jonathan Short who will cut the cricket field. It was noted with regret that Dean Landscapes did not tender for the job.

- 5.2.2 *Change of use – planning application* – Cllr. Mellors reported that he is progressing the planning application.

- 5.2.3 *Hedge cutting* – Cllr. Mrs Thornton put forward various tender options for consideration. After a lengthy discussion, it was decided that the hedge-cutting contract would be awarded to Ainsty Lawncare and Landscapes.

Cllr. Jemison proposed that Ainsty Lawncare and Landscapes should cut the hedge along Ferry Lane and Acaster Lane (both sides) including removal and disposal of trimmings twice per year at the cost of £325 per visit (Vat inc.) In addition, the Bowls Club hedge will be cut for £50 per visit. Seconded by Cllr. Dale. Carried Unanimously

Clerk to confirm this decision to Ainsty Lawncare and Landscapes by letter. **Action Clerk**

- 5.2.4 *Committee year-end accounts for March 2008 and 2009 – copies requested from Sports and Leisure Committee Treasurer.* – Venise Drummond has confirmed that the both sets of year-end accounts are with Syd Kershaw for auditing.

- 5.2.5 *Ferry Cottage* – Despite numerous invitations extended to Stephen Buckley to meet on-site to discuss this issue, the offer has not been accepted. The matter has been referred to Burn & Co Solicitors.

5.2.6 *Resignation of Treasurer* – Venise Drummond has confirmed that she wishes to resign from this role. Cllr. Harrison reported that Richard Smyth has kindly agreed to take over.

5.2.7 *Insurance claim regarding unsecured gate* – The Insurance Company have indicated that the Parish Council will be held partially liable for the damage caused to Mrs Beckett's car by the metal gate at the entrance to the Sports Pavilion.

To ensure that this accidental damage is not repeated, Cllr. Harrison requested the Sports and Leisure Committee to contact, by letter, the Head of each user group stressing that it is the responsibility of each individual user to ensure that the gate is secured in place when the Sports Pavilion is in use. **Action Cllr. Mrs Thornton**

Once all users have been reminded of their responsibility, it was agreed that it would not be necessary to attach a notice to the gate.

5.3 Finance Committee

5.3.1 *Committee Report* – The next meeting will be held on the 11th June to finalise the Parish Council audited accounts.

5.3.2 *Loans to Parish Councils* – The Feoffees have withdrawn their invitation to extend a loan to the Parish Council declaring that it is not in their best interests. Cllr. Harrison reported this action with regret and confirmed that the original proposal to borrow from the Public Works Loan Board would now be investigated.

5.4 Field 84, Riverside and Footpaths Working Party

5.4.1 *Working Party Report* – Nothing to report

5.4.2 *St Andrew's Trust* – The Parish Council has monitored how many times the gate at the entrance to the Church was opened to the public over a twenty one day period to see if it complied with the terms of the agreement signed in 1999. It was noted with pleasure that the gate was opened on 18 of these occasions and that there was free access around the Church for 24 hours of each of the 21 days. It was concluded that no further actions would be necessary.

5.5 Youth Support and Children's Recreation

5.5.1 *The Park, Keble Park North* – Cllr. Mrs Bruce reported that the plans for the play area have been revised with help from Adam Swann. A meeting with Dave Meigh from the City Council indicated that the Parish Council's plans should be approved and he recommended that professional plans should be commissioned at this stage.

Cllr. Mrs Bruce confirmed that she has completed and submitted the pre-planning application and asked Cllr. Mellors for help completing the full planning application if it becomes necessary to submit one. In addition it was agreed that Cindy Benton should be contacted to ensure that the Ward Committee honour their agreement to pay £3,500 grant to the project. Cllr. Mrs Thornton wished thanks to be recorded to Adam Swann for his help with the project to date.

5.5.2 *Youth Recreation post Urbie* – A payment of £250 has been made to the City Council to retain the Urbie bus in Bishopthorpe for the next quarter. Whilst the Village Hall is being refurbished, the Urbie bus does not have a dedicated place to park and it was suggested that the pull-in in front of Acaster Lane shops maybe an appropriate place. The Clerk was requested to contact the owner of the shops seeking permission. **Action Clerk**

5.5.3 *Letter from Joan Richardson of Bish Street Kids regarding the clocks on the Old School* – Cllr. Harrison read out a letter received from Joan Richardson who explained that Bish Street Kids have assumed responsibility for maintaining the clocks on the front of the Old School building. They recently paid for one of these to be repaired but now the other one has broken and a request has been made for a £15 donation from the Parish Council to help to pay for this.

Cllr. Dale proposed that Bishopthorpe Parish Council should contribute £15 towards the repair of first clock and that up to £50 should be available to repair the other one. Seconded by Cllr. Mrs Bruce. Carried Unanimously

5.6 Allotments

5.6.1 *Monthly Report* – Nothing to report

5.7 Senior Citizens Support

5.7.1 *Monthly Report* – The Vernon House Art Group have expressed a wish to be involved in the mural project for the Village Hall. Cllr. Mrs Green promised to contact them in the near future when it is know what size the mural will be.

5.8 Web-site Management

5.8.1 *Web page update* – Nothing to report

09/73

6

Financial Transactions

6.1 Payments to approve

Clerk’s Salary	476.00
Village Hall Administration Salary 20 th April to 25 th May 2009	181.80
Clerk’s Expenses- (<i>photocopying £10.88, Colour Cartridge £17.50, Stamps £19.00, New minute book £2.25, Special Deliver (Buckley) £1.14</i>)	50.77
APM meeting room rental – Old School	5.00
Burn & Co – professional fees regarding the Deed of Dedication	287.50
Inland Revenue overpayment of VAT	3.08
Npower: Sensory Garden – 21 Jan to 7 May 09	66.35
Npower: Sports and Leisure Committee – 21 Jan to 29 April 09	702.86
Npower: Village Hall – 27 Jan to 7 May 09	274.34
Playing Fields Associations – Annual Subscriptions	35.00
Rural Action Yorkshire – Annual Subscriptions	35.00
Toucan Archive Storage costs – Parish Council records	103.39
Urbie Quarterly payment	250.00
Yorkshire Water – Allotments Acaster Lane from 1.4.09 to 30.6.09	9.02
Yorkshire Water – Sports Pavilion from 1.4.09 to 30.6.09	145.55
Yorkshire Water – Allotments Appleton Road from 1.4.09 to 30.6.09	4.47
Yorkshire Water – Village Hall from 19.2.09 to 26.05.09	75.08
Payment Total	£2,705.21

Refurbishment Payments

None	0.00
Refurbishment Payment Total	£0.00

Grand Total to be debited this month	£2,705.21
---	------------------

6.2	<u>Income Receipts</u>	
	City Of York Council Rate rebate for Village Hall re refurbishment	468.95
	York Marine Services Ltd. Car Park & Slipway rents	1,950.00
	Precept – 1 st instalment	14,000.00
	VAT Refund	2,006.26
	Income Total	<u>£18,425.21</u>

Approval of financial transactions proposed by Cllr. Mellors and seconded by Cllr. Dale. Carried Unanimously.

- 09/74 7 **School Governors**
- 7.1 *Infants School* – Cllr. Mrs Bruce reported that the Infant School Fête was very successful - raising over £1,600.
- 7.2 *Junior School* – Cllr. Harrison reported that he recently attended an assembly to give a short talk to the children about the role of the Parish Council in village life. The aim of the assembly was to show how village life expands to fit into the Country and then the World.
- 09/75 8 **Millennium Trust**
- 8.1 Youth Awards
- 8.1.1 *Sub Committee Report* – Clerk to book the Village Hall for Tuesday 12th January 2010 to hold the Youth Awards presentation evening. **Action Clerk**
- 8.2 Pinfold
- 8.2.1 *Sub Committee Report* – Advising by email before the meeting, Cllr. Mrs Green reported that she has checked both the Pinfold and the Sensory Garden and has nothing to report.
- 8.3 Sensory Garden
- 8.3.1 *Update* – Refer item 8.2.1
- 09/76 9 **Police Liaison**
- 9.1 *North Yorkshire Police Force* – Report from PCSO Colin Martin received following the meeting:
- Bishopthorpe figures 21st April 2009 – 23rd May 2009:**
- Criminal Damage
- 29/04 – A vehicle was damaged on main street, owner not from the area
10/05 – Damage to three boats on Acaster Lane, caused by persons unknown throwing objects from the bridge
- Auto Crime
- 22/04 – 7 vehicles were broken in to. This happened all over the village. **1 arrested**
- Burglary
- 23/04 – There was a sneak in at Keble Park South, a laptop was taken
14/05 – Monies was taken by a family member from Lang Rd
- Assault
- 14/05 – There was a fight involving teenagers. **1 arrested**

- 09/77 10 **Local Council Association**
- 10.1 *York CVS – Training Programme Summer 09* – noted
- 10.2 *York Voluntary Voice newsletter* – noted
- 10.3 *Country Air newsletter* – noted
- 10.4 *The Playing Field newsletter* – noted
- 10.5 *White Rose Update* – Details of new Councillor training days were passed to Malcolm Higgins for consideration.
- 10.6 *Charter between City Of York Council and Local (Parish and Town) Councils* – noted
- 10.7 *YLCA – Annual meeting – Thursday 4th June, 7.30pm, Copmanthorpe Methodist Church* – It was agreed that Parish Council would support Cllr. Mellors for the position of Vice Chairman to the York Branch of YLCA. Clerk to email nomination. **Action Clerk**
- 09/78 11 **Highway Matters**
- 11.1 Cllr. Jemison agreed to contact the City Council to request that the hedge on Bishopthorpe Road (close to Middlethorpe Hall) be clipped back. *Action Cllr. Jemison*
- 09/79 12 **Correspondence**
- 12.1 City of York not covered elsewhere
- 12.1.1 *Elvington Airfield – Case Stated in the High Court* – noted
- 12.2 Others
- 12.2.1 *Sustainable Communities – Item carried forward from April 2009 ref Cllr. Mrs Green* – Nothing to report
- 12.2.2 *CE Electric UK – Power cut information leaflets* – Information to be forwarded to Cllr. Mrs Green for Vernon House.
- 12.2.3 *Email from Phil Curtis regarding Cold Calling Zones* – Information to be forwarded to Cllr. Mrs Green for Vernon House.
- 09/80 13 **Ward Committee**
- Nothing to report
- 09/81 14 **Any other business, which the Chairman considers urgent under the Local Government Act 1972.**
- Cllr. Dale reported that approximately twenty youths were causing a disturbance in the Ferry Lane area on Friday 22nd May. Cllr. Harrison urged that this type of concern must be reported to the Police so that it can be logged and attended.
- 09/82 15 **Date and time of next meeting next Parish Council meeting Tuesday June 23rd 2009** at 7.00pm in the Sports Pavilion.

Meeting closed at 9.41 pm.