

## Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 28<sup>th</sup> June, 2022 at the Village Hall, Main Street, Bishopthorpe.

*The Chairman opened the meeting at 7.00 pm.*

The meeting was attended by Mrs June Whittaker of Keble Park North representing Bishopthorpe First Responders.

The village has recently been the beneficiary of three new defibrillators, which are located at Bishopthorpe Sports Club, Vernon House and opposite Middlethorpe Spa. These are in addition to the existing unit at the Scouts Hut on Appleton Road. In order to understand how to use these, Mrs Whittaker explained that the First Responders would like to offer villagers free first aid training sessions and asked if the Parish Council would support this offer with free training space at the Village Hall. It was unanimously agreed that the hall would be offered to the group free of charge for this valuable training. Cllr. Harrison thanked the group and Cllr. Thornton agreed to contact the Caretaker to agree a set of dates, which will then be advertised.

*Mrs Whittaker thanked the Parish Council and left the meeting at 7.08 pm*

### **Council Members Present:**

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

22/100 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.*

22/101 2 **Apologies for absence.**

Cllr. Nicholls and Cllr. Astbury

22/102 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda. Cllr. Green declared an interest in item 5.1.2

22/103 4 **Minutes of Meeting, 24<sup>th</sup> May 2022**

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

- 22/104      5      **Consideration of Planning Matters and recommendations of the Planning Group**
- 5.1      Notice of Applications received
- 5.1.1      **124 Acaster Lane.** Two storey rear extension, single storey side / rear extension and repositioning of solar panels to rear. 22/00267/FUL – Revised design. **No Objection**
- 5.1.2      **Cherry Garth, 50 Main Street.** Flat roof extension within existing valley roof. 22/01078/FUL. **No Objection**
- 4.5.2      Notice of decisions given (*Parish Council decisions are highlighted in blue*)
- 5.2.1      **52 Lang Road.** Single storey side and rear extension following demolition of garage. 22/00705/FUL. (**No Objection**). Approved
- 5.2.2      **124 Acaster Lane.** Two storey rear extension, single storey side / rear extension and repositioning of solar panels to rear. 22/00267/FUL. (**No Objection – February 2022 decision: see above 5.1.1**). Approved
- 5.2.3      **38 Church Lane.** Two storey side and rear extension, single storey rear extension, two dormers and two rooflights to rear, alterations to doors and windows to front and replacement roof following demolition of garage, office and conservatory. 22/00134/FUL. (**No Objection**). Approved.
- 5.2.4      **The Vicarage, 48 Church Lane.** Fell one Thuja and one Cypress tree in a conservation area. 22/00924/Tree Conservation Area. (**Objection**). Approved
- 5.3      Large Householder Extension Notifications
- 5.3.1      None
- 5.4      Other Planning Matters
- 5.4.1      *PROW – Section 53 Wildlife and Countryside Act 1989 – Application to record a public footpath from Chantry Lane, Bishopthorpe to Ferry Lane, Bishopthorpe – Nothing to report, Cllr. Harrison to chase this item.*
- 5.4.2      *Email from Caroline Osbourne, Planning Enforcement Officer, City Council - Bishopthorpe moorings, Ferry Lane, York – In March 2022 the Parish Council was contacted by Caroline Osbourne, Planning Enforcement Officer from the City of York Council, who wrote to all land owners from the marina to the swing bridge stating that:*
- “...there has been a considerable amount of changes and additions along the river bank from the area after Bishopthorpe Marine to the field before the swing bridge, however there is no planning consent for these...”*
- Ms Osbourne sent a further email to the Parish Council confirming that she found no issues on land owned by the Parish Council but confirmed that enforcement action would be taken against non-compliant land owners. A further inspection of the area was planned around the 6<sup>th</sup> June with Ms Osbourne promising to keep the Parish Council advised of progress.
- 5.4.3      *Planning Application information received May 24<sup>th</sup>: Proposed 5G Telecommunications Installation for H3G UK – from WHP Telecoms Ltd - update*  
The Parish Council has objected both to the location and the appearance of the proposed telecommunication installation.

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**Services**6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – The bi-annual Fire Inspection has been undertaken by Advance Fire Services and a Certificate of Inspection provided to the Parish Council for display. No issues were raised by the inspection and the hall remains fully compliant with regulation.

6.1.2 *External Repairs* – Nothing to report.

6.1.3 *Risk Assessment Document* – Nothing to report.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – By email Cllr. Nicholls reported the following items:

- A window has been broken and is now boarded up awaiting repair.
- There will be a fund-raising event organised by the Cricket Club on Sunday 17<sup>th</sup> July. This will take the form of a T20 match against York City FC where there will be food stalls and a stand selling York Gin. Any support villagers can give the club will be very welcome.

Cllr. Harrison reported that the Church Commissioners have contacted the Parish Council to begin lease renegotiations. Cllr. Harrison will contact Savills (The Church Commissioners agent) to progress this matter. **Action Cllr Harrison.**

Cllr. Conley described to the meeting an email exchange she has had with Constable Samantha Abel concerning a planning matter regarding the felling of a tree(s) around the Sports Pavilion. It transpires that a member of the public telephoned the police to report that a tree had been cut down and that at the time birds were nesting in it. This, of course, is illegal. The Police were led to believe that the Parish Council had organised the felling but Cllr. Conley confirmed that the Parish Council had not cut down any trees and suspected that the work may have been undertaken in a private garden. However, the Police Officer responded that it was near to the river bank at the back of the Sports Pavilion.

Interjecting, Cllr. Harrison suggested that the tree(s) in question may be those removed by York Marine Services next to Field 84. Further information is needed from the Police before the Parish Council can fully investigate this incident.

Finally, Cllr. Harrison commented that the sports field hedge is very overgrown and is impacting access along the Acaster Lane footpath. He offered to contact Mike Dale of Crombledale Contracting to ask for the hedge to be cut.

6.2.2 *Internal alterations to building* – A meeting has been organised with the builder who plans to commence work, week commencing July 25<sup>th</sup>.

6.2.3 *Cricket scoreboard rebuild* – One of the builders, who didn't show interest for the internal alterations to the Sports Pavilion, has expressed an interest in the scoreboard rebuild – clearly preferring to take on a small job.

6.3 Finance Committee

6.3.1 *Committee Report* – The external audit of the Parish Council's accounts is imminent.

- 6.3.2 *Defibrillator* – Very generous donations have been received from the following to providing new defibrillator units for the village:

Bishopthorpe Sports Club £1,066.42  
Mrs Everett-Allen £1,500.00 and  
Mary Wright £1,500

The Parish Council wishes to express its sincere thanks on behalf of the village to all three contributors, who through their generous donations will help to save lives.

6.4 Field 84, Riverside and Footpaths Working Party

- 6.4.1 *Update* – Nothing to report.

6.5 Youth Support and Children's Recreation

- 6.5.1 *Monthly Park inspection* – Cllr. Gajewicz reported no incidents from the previous month's inspection. Cllr. Harrison to take the inspection bag this month.

Going forward Cllr. Harrison encouraged Councillors to write comments on the inspection sheets, no matter how minor, as evidence of the inspection.

Cllr. Hunt recently attended the Yorkshire Local Councils Association course for Playgroup Inspections – reporting that it was very informative.

The next annual inspection of the Play Area is due during October 2022

Cllr. Harrison reported that the City Council has been contacted by a resident asking them to replace his damaged fence panels on the path leading up to the park entrance. The City Council believed that the Parish Council own the land in question but the Clerk produced a copy from the deeds showing otherwise. The claim has been returned to the City Council.

- 6.5.2 *Painting floor markings for new games at the end of the park on the tarmac area* – Cllr. Conley commented that she recently attended the annual fair at the Infants School and noticed that they have some excellent floor markings for games, which Parish Council should ask to photograph and copy in the Play Area. Action Cllr Nicholls

- 6.5.3 *Repairs to wooden boards and replacement bark* – Cllr. Jemison reported that Mike Dale of Crombledale Contracting has ordered the raw materials and hopes to commence work later this week.

6.6 Allotments

- 6.6.1 *Monthly report* – Cllr. George reported that demand for plots remains high. There is increased water usage at both sites, but this is to be expected given the time of year.

Unfortunately, it appears that three Elm trees may be affected by disease at the Acaster Lane site. A qualified arborist will be asked to assess them. **Action Cllr George**

- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
  - 6.7.1 *Monthly Report* – The bi-annual Fire Inspection has been undertaken by Advance Fire Services and a Certificate of Inspection provided to the Parish Council for display. No issues were raised by the inspection and Vernon House remains fully compliant with regulation.  
  
Cllr. Green reported that Vernon House has commenced its day trips around Yorkshire, which had to be cancelled during the pandemic. Covid anxiety continues to lessen and the trip to Skipton was at full capacity, with more adventures planned in the near future.
  
- 6.8 Web Site Management
  - 6.8.1 *Monthly update* – Cllr. Conley confirmed that the page is up to date.
  
- 6.9 Bishopthorpe Library
  - 6.9.1 *Monthly update* – Cllr. Gajewicz reported that she was unable to attend the Library Committee Meeting but understands that it was reported that the Holgate Windmill talk was very successful. A retro-games afternoon and a Summer Quiz are planned to take place shortly. The library organises ‘Bishy Bookworms’ on the first Saturday of the month in addition to a Lego Club every Wednesday at 4.30pm. A community jigsaw is always available with library users encourage to participate.
  
  - 6.9.2 *Renewal of lease from City Council* – The City Council are in the process of renewing the lease for the Sensory Garden with the Parish Council.
  
- 6.10 Environmental and Sustainability
  - 6.10.1 *Monthly Report* – Cllr. Green Nothing to report.
  
- 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	<u>Payments to approve</u>		
7.1.1	<b>Cheque / Direct Debit payments</b>		
	<b>Amounts paid</b>		
	Monthly direct debit to E-On Sports Pavilion Electricity (due 28/6)		432.00
	Monthly direct debit to E-On Village Hall Electricity (due 21/6)		252.00
	Monthly direct debit to E-On Village Hall Gas (due 28/6)		344.00
	The Renewable Energy Co. Vernon House Electricity (due 20/6)		29.28
	PlusNet – Village Hall Wi-Fi connection monthly charge (paid 31/5)		28.87
	PlusNet – Vernon House Wi-Fi connection, monthly charge (paid 31/5)		28.87
	 <b>Total Amount paid</b>		<b>£1,115.02</b>

7.1.2      **On-Line Banking payments**

**Amounts paid**

Clerk's Salary	712.25
Clerk's Expenses- (Sensory Garden Lease postage £2.85, Stamps £16.84, AGAR postage to External Auditor £1.45)	21.14
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	150.00
C Henk – Sports Pavilion cleaning expenses	4.50
A Powell – Sensory Garden gate daily opening / locking	105.00
York Wi-Fi Solutions – monthly charge for support and maintenance	24.00
Sports Turf Services Ltd – Grass cutting sports field, Ferry Lane	156.00
Business Stream – 8 <sup>th</sup> May to 15 <sup>th</sup> May, Village Hall water	94.90
Business Stream – 8 <sup>th</sup> May to 15 <sup>th</sup> May, Allotments Appleton Road	9.35
T Loach – Annual payment to Internal Auditor	75.00
Cllr. Harrison – provision of bedding plants for Village Hall trough and Sensory Garden	359.93
Cllr. Thornton – cost of jubilee poster lamination	20.24
Business Steam – 8 <sup>th</sup> to 16 <sup>th</sup> May, Sports Pavilion water	67.21
Richard Green Gas Services – call out to leaking pipe at Sports Pavilion	48.00
Cllr. Harrison – Flower purchase for Sensory Garden	65.00
Cllr. Green – Food supplied to Vernon House AGM	20.00
Cloud Next Ltd – annual charge for website services	119.98
Advance Fire Services, Vernon House inspection	63.00
Advance Fire Services, Village Hall inspection	50.46
Advance Fire Services, Vernon House inspection	88.20
Jubilee gas bottle purchase (refund to Cllr. George)	48.11
High Street Safari – Correx Boards	75.00
Yorkshire Local Councils Association – Play Area Inspection webinar Cllr. Hunt	25.00
On-line payment total	<b>3,089.77</b>
<b>Payment Total</b>	<b>£4,204.79</b>

7.2      **Income Receipts**

**Village Hall rental income:**

18/5 S Allen, Black Cats Pilates	25.00
19/5 J Acey Village Hall Management Committee	30.00
20/5 Sue Coates, Slimming World	50.00
25/5 S Allen, Black Cats Pilates	25.00
26/5 Fisher SE rental fee	55.00
27/5 Carolyn Sanderson, rental fee	10.00
27/5 W Allison, Wednesday Badminton	18.00
27/5 Sue Coates, Slimming World	50.00
2/6 Nikki MacLeod	100.00
6/6 Sue Coates, Slimming World	50.00
8/6 S Allen, Black Cats Pilates	25.00
10/6 Sue Coates, Slimming World	50.00
15/6 S Allen, Black Cats Pilates	25.00
17/6 Sue Coates, Slimming World	50.00

**Other Income:**

16/5 C Everette-Allen, contribution towards defibrillator purchase	1,500.00
1/6 M Wright, contribution towards defibrillator purchase	1,500.00
14/6 Vernon House income	332.50

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**£3,895.50**

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

- 22/107 8 **School Governors**
- 8.1 *Infants School – Nothing to report.*
- 8.2 *Junior School – Nothing to report.*
- 22/108 9 **Young Person of the Year Award and the Gordon Watkins Community Award**
- 9.1 *Committee Report – Nothing to report.*
- 22/109 10 **Pinfold**
- 10.1 *Committee Report – Nothing to report.*
- 22/110 11 **Sensory Garden**
- 11.1 *Committee Report – Mrs Harrison of Main Street has expressed an interest in undertaking the upkeep of the Sensory Garden. There are four main planters in the garden – each representing one of the senses of sight, hearing, taste and smell. Mrs Harrison replanted the ‘sight’ planter, taking inspiration from the colours of a rainbow, and is interested in playing a more ongoing role for garden maintenance in future.*
- 11.2 *Mosaic repairs – Nothing to report.*
- 22/111 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force – Cllr. Green reported that she is a member of the Community Review Group which allows members of the public to check police reports in the York and Selby areas for public transparency reasons.*
- Cllr. George reported that there were five incidents reported in Bishopthorpe for the month of April; including one anti-social behaviour and one burglary.
- 22/112 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association – Nothing to report.*
- 13.2 *Resilience and Community Emergency Planning, Senior Resilience and Emergencies Officer, North Yorkshire Council Webinar Session - Thursday, 9 June 2022 2.00pm to 3.00pm – Noted.*
- 13.3 *White Rose Updates – National Association continues to lobby for online meetings – Noted.*
- 13.4 *YLCA York Branch Annual Meeting - Thursday, 9 June 2022 – Noted.*
- 13.5 *Invitation to nominate interested councillors to be substitute parish representatives of the City of York Council Standards Committee. Noted.*
- 13.6 *Invitation to PTC briefings June 2022. Noted.*

- 13.7 *Yorkshire Local Councils Association Webinar Training Programme August and September 2022. Noted.*
- 13.8 *YLCA Conference 23 September 2022. – Cllr. Harrison will go as the Chair of both Bishopthorpe Parish Council and the York Branch of the YLCA. Cllr. Green will attend as a member of Bishopthorpe Parish Council*
- 13.9 *Invitation to join Commissioner Zoë's Safeguarding Workshop – Noted.*
- 13.10 *Notes from meeting with Zoe Metcalfe Police, Fire & Crime Commissioner for North Yorkshire – Noted.*

22/113 14 **Highway Matters**

- 14.1 *First Bus terminus on Acaster Lane – Cllr. Harrison reported that First Buses are now turning off their engines when idling at the Acaster Lane bus stop.*

Following a recent Liaison Group meeting with City of York Council Cllr. Harrison requested details of the subsidies provided to bus companies to enable routes to operate. He has suggested that he ask Parish Councils on the route of the York Pullman 21 route if they would like to contribute to a subsidy, along with City Council financial support, to provide a Sunday service along this route.

22/114 15 **Correspondence**

- 15.1 City of York not covered elsewhere

15.1.1 None

- 15.2 Others

15.2.1 *Email from Cllr. Galvin: TCV | Services for Land Management – The Parish Council would rather use a local company, in the first instance, than offer work to an organisation outside the village.*

15.2.2 *Email from Ben Atkin, City of York Council - Digital Digest (Newsletter) - Spring 2022 - Cllr. George reported that the digital infrastructure (broadband installation) in place in the centre of York is slowly growing outwards across the region. Wheldrake are currently undergoing a broadband upgrade but at the moment there is no plan to instal this in Bishopthorpe.*

22/115 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 June.*

22/116 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Both Cllr. Green and Cllr. Thornton gave their apologies in advance for July Parish Council meeting.

22/117 18 **Date and time of next meeting – Tuesday, 26<sup>th</sup> July, 2022 at 7pm at the Village Hall.**

Meeting closed at 8.23 pm