

Minutes of the Parish Council meeting held on Tuesday 23rd May 2023 at Vernon House, Bishopthorpe.

The Chair opened the meeting at 8.07 pm.

Sarah Mason of Maple Avenue attended the meeting to discuss climate resilience and explained that she would like to encourage the Parish Council to make all future decisions with climate resilience in mind. Mrs Mason wishes Bishopthorpe to become a safe place to live in the event of future heatwaves, droughts and floods and would like the Parish Council to look at ways in which the village can be protected, for example by encouraging the planting of more trees to create urban cooling. Mrs Mason proposed that the Parish Council should consider signing the *Yorkshire Climate Pledge*, which would show a commitment to the village.

Cllr. Harrison invited Mrs Mason to stay for the rest of the Parish Council meeting and then consider whether she would like to join the Parish Council.

The May meeting of Bishopthorpe Parish Council commenced at 8.14pm

Council Members Present:

Cllr. Harrison (Chairman), Cllr. Jemison, Cllr. Green, Cllr. Gajewicz, Cllr. Astbury, Cllr. George and Cllr. Stephen. (Cllr. Nicholls from 8.20pm)

23/80 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.

23/81 2 **Apologies for absence.**

Cllr. Thornton

Cllr. Harrison welcomed Kim Stephen as a new councillor to Bishopthorpe Parish Council.

23/82 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda. *No items were declared.*

23/83 4 **Minutes of Meeting, 25th April 2023**

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

23/84

5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **16 Beech Avenue.** Single storey rear extension. 23/00643/FUL. **No Objection.**

5.1.2 **Ione Lodge, Acaster Lane.** 1.5 storey side and front extension and single storey rear extension, finished in cream render with aluminium windows, replacement dormers to front and rear after demolition of side extension. 23/00743/FUL. **No Objection.**

5.1.3 **6 Keble Park Crescent.** Single storey side/rear extension and conversion of garage to habitable space following demolition of existing conservatory. 23/00861/FUL. **No Objection.**

4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in blue*)

5.2.1 **19 Harcourt Court.** Single storey side and rear extension, raising of ridge height with dormer to rear and two roof lights to front. 23/00416/FUL. **No Objection** Approved

5.2.2 **River Moorings, Kettlewell Ings Reach, Acaster Lane.** Upgrade existing infrastructure at Blue Moon Mooring including raising of timber platform and erection of cabin and pergola after demolition of existing cabin (retrospective). 20/01578/FUL. **Objection.** Refused.

5.2.3 **30 Copmanthorpe Lane.** Two storey side extension following demolition of existing garage, single storey front and rear extensions, loft conversion with dormer to rear and outbuilding to rear. 22/02425/FUL. **No Objection** Approved

5.2.4 **Cleveland House, 37 Main Street.** Single storey rear extension following demolition of outbuildings. 23/00602/FUL. **No 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 – Cllr. Harrison wrote to the Planning Inspector requesting an update and received a response on the 11th May to say that they did not inspect the riverbank in February (as originally advised). This inspection will now be undertaken in June 2023.*

5.4.2 *32 Beech Avenue – erection of perimeter fence – Nothing to report.*

5.4.3 *Gateway York – proposal to build approximately 114 new houses at the top of Sim Balk Lane – Nothing to report.*

5.4.4 *Application for the proposed Network Rail (Copmanthorpe No 2 Level Crossing) (Land Acquisition and Closure) Order – The Secretary of State has announced his intention to hold an inquiry into the Order Application.*

5.4.5 *Large chestnut tree at the entrance to Bishopthorpe Sports Club – Cllr. George reported that an application for this work was approved by the City Council with a stipulation that the overhead clearance of 5.1m was to be achieved by trimming lower branches. The approval also stated that it would be an offence to disturb or*

destroy nesting birds.

- 5.4.6 *Fence on Keble Park North* – Following an email from a concerned resident reporting a new high fence on Keble Park North, Cllr. George stated that there is no relating planning application. The resident was directed to planning enforcement at the City Council to register a complaint.

23/85

6 Services**6.1 Village Hall Management Committee**

- 6.1.1 *Management Committee Report* – Reporting by email before the meeting Cllr Thornton gave the following update

- The Caretaker continues to try to get quotes for the replacement hall lights. To date the three people contacted have not replied therefore it was decided that the quote from Dennis King Electrical Ltd will be accepted.

- 6.1.2 *External Repairs* – Nothing to report

- 6.1.3 *Risk Assessment* – Item carried forward to the June meeting.

- 6.1.4 *All Councillors to sign an updated Village Hall Dispensation Request* – All Councillors present at the meeting signed the request.

- 6.1.5 *TV Licensing – Licence enquiry* – Cllr. Harrison reported that the following notice will be displayed in the Village Hall, Sports Pavilion and Vernon House:

“Bishopthorpe Parish Council does not have a TV Licence for the Village Hall (Vernon House / Sports Pavilion) and therefore hirers must not watch (or record) live TV programmes on any type of device or download or watch BBC programmes on iPlayer. If you break the law, YOU risk prosecution and a fine up to £1,000 plus any legal fees and/or compensation you may be ordered to pay.”

It will also be necessary to insert this paragraph in the Terms & Condition of Hire and Usage of the Village Hall, Sports Pavilion and Vernon House. **Action Cllr. Thornton, Cllr. Green and Cllr. Nicholls**

Cllr. Nicholls joined the meeting at 8.21pm

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr. Nicholls gave the following update:

- The drains were blocked for the second time this year. The Parish Council paid for the blockage to be removed.
- All user groups are happy with the new arrangement following the internal alterations.
- There may be financial support available from the City Council for sports clubs – Cllr. Nicholls offered to look into this.
- It is understood that White Rose Football Club have recently been the recipient of a grant.

- 6.2.2 *Internal alterations to the building* – The work is now complete.

- 6.2.3 *Cricket scoreboard rebuild* – Nothing to report.

6.3 Finance Committee

6.3.1 *Committee Report* – Cllr. Harrison reported that the Internal Auditor approved the 2022/23 accounts at a meeting held with the Finance Committee on the 22nd May. The following items were put to the full Parish Council meeting for agreement and approval:

6.3.1.1 Approval of Annual Governance Statement 2022/23. – The approval of the Annual Governance Statement 2022/23 was proposed by Cllr Harrison. This was seconded by Cllr Jemison and agreed unanimously

6.3.1.2 Approval of the Annual Statement 2022/23 for Bishopthorpe Parish Council – The Approval of the Annual Statement 2022/23 proposed by Cllr Harrison. This was seconded by Cllr Jemison and agreed unanimously.

6.3.2 *Utility charges for Parish Council owned buildings* – Cllr. George proposed that the Parish Council should stay with Eon to provide gas and electricity to the Village Hall and Sports Pavilion and the contracts should be fixed on two-year agreements. This was seconded by Cllr. Harrison and agreed unanimously.

Further investigation is needed into the night-rate charge. The heating system is complex and the fan remains on in the Main Hall overnight for an unknown reason. It was suggested that this could be turned off during the summer to save money and Cllr. George offered to contact the caretaker to discuss this. **Action Cllr George**

6.3.3 *Bishopthorpe History Group – Archive Lottery Bid* – The group reported that they are putting forward a NHLF bid to fund a new open website for Bishopthorpe Community Archive. For a successful Lottery bid the website must be maintained and hosted for five years. However, the cost of doing this will take the group over the maximum £10,000 that they are bidding for and they have asked if the Parish Council will cover the cost of either the maintenance or hosting fees for a five- year period.

The maintenance would cost £1,250 (£250 per year) and the hosting £550 (£110 per year). Both figures are exclusive of VAT and the payments could be paid in one lump sum or in yearly instalments over the five-year period.

Cllr. Harrison reported that *Bish.net* website may soon cease due to non-use and the History Group will ensure all their posts are transferred to a new community archive website.

The Clerk was asked to put the item on June’s Agenda for decision. **Action Clerk**

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 George had the inspection bag for May and will pass it on to Cllr Green for the forthcoming month. Cllr George reported the following items

- Little Green Rascals were clearing litter one day when Cllr. George went to do the inspection. They were thanked for their help.
- Mike Dale of Crombledale Contracting has been contacted to provide a quote for reinstating the floor of the hut, tree pruning and replacing some edging posts.
- The wood chip has been deep raked on the swings, covered slide, roundabout and jungle climber.

Cllr. Harrison suggested that the next ROSPA Inspection should be brought forward from December 2023 and offered to contact Seagrave Inspection Services Ltd to arrange this. **Action Cllr Harrison**

6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported that there are twenty-three people on the waiting list for an allotment in Bishopthorpe. A recent inspection of the allotments suggested some people may be struggling and Cllr. George will contact the holders to discuss the state of their plots.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Green reported that the Vernon House trips have recommenced and that the one organised to North Allerton on the 23rd May is very well subscribed.

Cllr Harrison apprised the meeting that he has written to City of York Council nominating Vernon House as an Asset of Community Value. This will ensure that if City Council decide to sell the building in the future, they would have to offer the property for purchase to the Parish Council first before advertising it on the open market. A decision is awaited from the City Council.

Cllr. Harrison further commented that no decision has been made by Bishopthorpe Doctors Surgery to move into one room of Vernon House to establish a satellite surgery. (Cllr George suggested that the Doctors should investigate the empty caretaker's cottage at the Junior School as a base.)

6.8 Web Site Management

6.8.1 *Monthly update* – The website is up to date.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Nothing to report

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – 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

23/86

7 **Financial Transactions**

7.1 Payments to approve

7.1.1 **Cheque / Direct Debit payments**

Amounts paid

Monthly direct debit to E-On Village Hall Electricity (due 17/5)	462.97
The Renewable Energy Co. Vernon House Electricity (due 23/5)	43.25
PlusNet – Village Hall Wi-Fi connection monthly charge (paid 2/5)	28.87
PlusNet – Vernon House Wi-Fi connection, monthly charge (paid 2/5)	28.87

Total Amount paid	£563.96
--------------------------	----------------

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	772.00
Clerk’s Expenses (Batteries for Dictaphone £7.98, Lever arch file £3.50)	11.48
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	9.65
C Julie Bradley - Vernon House Caretaker	250.00
C Julie Bradley - Vernon House Caretaker expenses	0.00
C Henk – Sports Pavilion cleaning	0.00
C Henk – Sports Pavilion cleaning expenses	120.00
A Powell – Sensory Garden gate daily opening / locking	0.00
York Wi-Fi Solutions – monthly charge for support and maintenance	24.00
Sports Turf Services Ltd – Grass cutting cricket field, Ferry Lane	180.00
Ainsty Landscapes – Grass cutting sports field, Ferry Land	720.00
HMRC Employers NIC monthly payment	0.00
Cloud Next – Premium hosting annual fee, Parish Council website	251.98
Sensory Garden replacement flowers (Cllr. Harrison)	15.86
Henderson Heating – repairs to Village Hall heating system	70.00
Yor-Pest Control, removal of moles on cricket field	220.00
Coronation Event Expenses – Cllr. Thornton	282.87
Empty Quarter Events – rig and de-rig stretch tent for coronation event	300.00
Divert Ltd – site clearance at Sports Pavilion	150.00
Business Stream – Sports Pavilion	111.04
Business Stream – Village Hall	190.97
Business Stream – Allotments, Acaster Lane	114.41
On-line payment total	4,231.76

Payment Total	£4,795.72
----------------------	------------------

7.2 **Income Receipts**

Village Hall rental income	1,034.00
City of York Council , First precept instalment	17,500.00
Loftus, annual rent for mooring Ferry Lane	1,750.00
Vernon House Income	275.50

	£20,559.50
--	-------------------

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

- 23/87 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Nothing to report
- 23/88 9 **Young Person of the Year Award and the Gordon Watkins Community Award**
- 9.1 *Committee Report* – Cllr. Harrison reported that there is an article in the White Rose Update regarding Youth Councils, which will be passed to Cllr. Thornton.
- 23/89 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 23/90 11 **Sensory Garden**
- 11.1 *Committee Report* – Mrs Harrison has requested a key to the Sensory Garden for ease of use when undertaking gardening activities. Cllr. Harrison will organise a copy.
- 11.2 *Mosaic repairs* – Nothing to report.
- 23/91 12 **Police Liaison**
- 12.1 *Ward Manager’s Report* – Cllr. George reported that there have been seven crimes in total during April one burglary, one anti-social behaviour, two violence, two public order and one vehicle theft
- 12.2 *Commissioner Zoë’s Quarterly Engagement Blog Post* – Noted.
- 23/92 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Nothing to report.
- 13.2 *York Branch Training Event - Thursday, 8 June 2023* – Noted.
- 13.3 *Yorkshire Local Councils Association Training programme – July to September 2023* – Noted.
- 13.4 *“Your Police Force, your say” - Commissioner Zoë to host online road safety meeting driven by interest from the public – Thursday May 25th* – Noted.
- 13.5 *The Government’s Planning Reforms – What Local Councils need to know Webinar - Wednesday, 24 May* –Noted. Cllr Green and Cllr George have registered a booking.
- 13.6 *Common Land and Village Green Webinar - Tuesday, 23 May* – Noted.
- 23/93 14 **Highway Matters**
- 14.1 *Brunswick Organic Nursery* – Cllr. Astbury contacted Brunswick Organic Nursery to discuss the cost of upkeeping the flower tubs and hanging baskets around the village. No quotes have yet been provided and Cllr. Astbury will continue to chase these. Cllr. Harrison stated the urgency of their response as the growing season is now well underway and the baskets and tubs require attention.
- 14.2 *Proposed introduction of 20mph speed limit, Montague Road estate* – The Parish Council

contacted the City of York Council Highways department stating that it does not support their proposal to implement a 20mph speed limit on the Montague Road estate. No update has been received since this email was sent.

- 23/94 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 None
- 23/95 16 *Ward Committee* – Michael Nicholls was recently elected the new Ward Committee Councillor for Bishopthorpe. Cllr. Harrison congratulated Cllr. Nicholls on his new appointment and a warm welcome was extended to him in this role. The Parish Council strongly believe in the importance of working with the Ward Councillor to the benefit of the village and it is refreshing to know that this objective is now reciprocal.
- The following report was given to the meeting by Cllr. Nicholls:
- City of York Cllr report*
- Cllr. Nicholls described how humbled he felt by the election result and how proud he is to represent Bishopthorpe and Acaster Malbis. As his first duty he will attend the Ward Committee Annual Meeting on Thursday 25th May.
- Cllr. Nicholls has been appointed to two committees :Education and Culture Scrutiny and Licensing Committee. Cllr. Nicholls also reported that he will have some involvement on the Buses Outside Body Group and will fight to keep the No11 bus for Bishopthorpe.
- A meeting on the 30th May will discuss the Ward Committee budget and once known, a meeting with Parish Councillors and other stakeholders will be arranged.
- 23/96 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr George confirmed that when the broadband contract ends it will be managed by BT. If it is terminated before it ends the Parish Council would incur a termination charge.
- 23/97 18 **Date and time of next meeting – Tuesday, 27th June, 2023 at 7pm at the Village Hall.**

Meeting closed at 9.11pm