

Minutes of the Parish Council meeting held at 7pm on Tuesday 19th October 2021 at Vernon House, Vernon Close, Bishopthorpe.

The Chairman opened the meeting at 7.02 pm.

Two members of the public attended the meeting:

Mrs Vicki Bloom, of The Orchard, attended the meeting to listen to the planning section.

Mrs Whittaker, of Keble Park South, attended the meeting to represent Bishopthorpe First Responders. It was documented in the September minutes that the First Responders closed their bank account and transferred the balance to the Parish Council. Mrs Whittaker explained that the group now no longer has any funds to pay for hall hire and asked if the Parish Council would be willing to allow free use of Vernon House, up to three times a year, to enable group training sessions. No objections were raised. Cllr Harrison proposed that Bishopthorpe First Responders should be allowed up to three meetings per year in Vernon House free of charge. This was seconded by Cllr Green and agreed unanimously.

Mrs Whittaker thanked the Parish Council for their support and left the meeting at 7.09pm

Council Members Present:

Cllr Harrison (Chairman), Cllr Green, Cllr Gajewicz, Cllr George, Cllr Conley and Cllr Nicholls

21/172 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.

21/173 2 **Apologies for absence.**

Cllr Jemison, Cllr Thornton and Cllr Grabowski

21/174 3 **Declarations of Interest**

At this point Councillors were asked to declare any prejudicial interests they may have in the business on this agenda. *No declarations of interests were made.*

21/175 4 **Minutes of Meeting 28th September 2021**

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

21/176 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

- 5.1.1 **18 Beech Avenue.** Two storey side extension, single storey rear extension, porch to front and dormer to rear. 21/02101/FUL. **No objection.** *(The Parish Council recommend to the City Council that the second-storey windows, facing towards the neighbours at the rear, should be fitted with glass with an obscurity rating of 5. This is to maintain the neighbours' privacy).*

Cllr Conley explained to Mrs Bloom that the Parish Council will put forward a recommendation to the City Council for this planning application but will not be responsible for the final decision. To discuss this application further it was suggested that Mrs Bloom should contact the Ward Councillor, Cllr Galvin and should also consider attending the planning meeting of the City Council when this application will be decided.

Mrs Bloom thank the Parish Council for their help and left the meeting at 7.20pm

- 5.1.2 **The Boundary, 3 Ferry Lane.** Crown reduce and lift Copper Beech Tree protected by Tree Preservation Order 7/1980. 21/02184/Tree Preservation Order. **No Objection.**
- 5.1.3 **Hollycroft, 32 Copmanthorpe Lane.** Hip to gable roof extension with dormer to rear and rooflights to front and side. 21/02168/FUL **No Objection.**
- 5.1.4 **The White House, Chantry Lane.** Crown thin by 20% and reduce west side of one Sycamore tree by up to three metres – protected by Tree Preservation Order 8/1983. 21/02266/Tree Preservation Order. **No Objection**

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

- 5.2.1 **42 Copmanthorpe Lane.** Erection of replacement dwelling after demolition of existing one. 21/01080/FUL. No Objection Approved
- 5.2.2 **Middlethorpe Manor, Middlethorpe.** Crown reduce Oak tree by three metres – tree works in a Conservation Area. 21/02008/Tree Conservation Area. The tree shows signs of decay – no objection. Approved
- 5.2.3 **9 New Lane.** Single storey rear extension. 21/01211/FUL. No Objection. Refused
- 5.2.4 **Proposed Telecoms mast, Appleton Road.** Erection of twenty-metre phase-eight monopole with wraparound cabinet at base and associated ancillary works. 21/01938/ TCNOT. Objection – The City Council has not objected to this application.

The Parish Council understands that this application will cover only the '3 Network' and not be a multi-network service provider. Its proposed location, immediately outside the Junior School, is a further concern and has been objected to by the school directly. Cllr Harrison offered to contact Cllr Galvin to contest the City Council decision and ask for Ward Councillor support to appeal this application. **Action Cllr Harrison.**

- 5.2.5 **10 Keble Park North.** Single storey front and side extension and replacement windows to front elevation. 21/01748/FUL. No Objection – Approved.

5.2.6 **Brew House Cottage, Bishopthorpe Road.** Change of use from dwelling (use class C3) to offices (use class E). Including new wheelchair access from car park; external alterations to roof, new gateway in car park with lantern lighting and new extract fan louvres in east elevation. 21/01932/FUL. No Objection – Approved.

5.2.7 **Brew House Cottage, Bishopthorpe Road.** Internal and external alterations associated with change of use from dwelling house (use class C3) to offices (use class E). Including improvements to disabled access; alterations to heating, installation of new WCs, create opening in stud wall and remove cupboards on first floor, install fire doors throughout, replace roof materials on single storey west elevation, new gateway in car park wall with lantern lighting and new extract fan louvers in east elevation. Church Commissioners for England. 21/01933/LBC. No Objection Approved

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Notes 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 – update.* Cllr Harrison reported that the Parish Council's appeal has been rejected. This decision will be challenged.

In the September minutes it was reported that one of the access gates had been tied closed with a metal chain. A local resident, who uses the path on a daily basis, contacted the Parish Council to ask if this action had been taken legally. Upon investigation Cllr Harrison reported that this was not the action of the Environment Agency, nor the contractors undertaking the flood defence work at the site.

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6 **Services**

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – It was reported to the Clerk that the Caretaker narrowly avoided an accident when a wooden lectern fell out of the boiler room unexpectedly. It transpired that someone, unknown, has a key to the boiler room and had stacked the lectern on top of other equipment. Cllr Thornton will be asked to look at changing the lock to this room. **Action Cllr Thornton**

6.1.2 *Heating repairs* – Complaints have been received that the hall is too cold as the heating remains broken. Cllr Thornton has a meeting with a heating company this week to try to resolve the issue.

6.2 Sports and Leisure Management Committee

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

- New plans have been drawn up by the Architects for the proposed changes to the internal structure of the building. These were circulated to the Councillors by email and agreed in the meeting.
- There is no central heating system in the changing rooms but it was agreed that one will not be installed. Instead, it was suggested that the space should be heated by independent heaters which could be operated on a timer basis.

- An automatic door should be considered for disabled access.
- Now that all the alterations have been approved by the Parish Council, Cllr Nicholls was asked to put the job out to tender.

Under this heading Cllr Harrison reported the following item:

Bishopthorpe United Football Club – The Club have not paid their £395 precept for 2021/22, which was due in April 2021. In an email, received from BUFC, an offer of a £200 payment was made but it was stated that they could not afford to pay anymore. It was also confirmed that no adult football teams intend to use the Ferry Lane pitches or Sports Pavilion in the future as they have transferred to their new facility on Sim Balk Lane: only White Rose Juniors will use the pitches and pavilion this season.

Cllr Harrison proposed that under the circumstances the precept of £395 should be written off on the understanding that no adult teams will use the Ferry Lane Sports Facilities in the future.

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report

6.3.2 *Request from Bishopthorpe Playgroup regarding quarter rent* – Bishopthorpe Play Group is struggling to attract new children to the group this year and asked if the Parish Council would consider reducing their quarterly rent to assist the group. The Group are actively advertising for new children to join.

The Parish Council Charge Play Group £1,300 per quarter rent for use of the Sports Pavilion. Cllr Harrison proposed waiving the September and December payments to help the group this year. This was seconded by Cllr Gajewicz and agreed unanimously.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Nothing to report

6.4.2 *Sale of car park to York Marine Services* – Cllr Harrison confirmed that the sale is progressing.

The Parish Council placed a number of large boulders on the kerb at the bottom of Ferry Lane to protect the riverbank land. It is noted that York Marine Services has removed this recently as preliminary work before they re-kerb and raise the level of the road as originally discussed.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly Park inspection update* – The monthly inspection of the park was undertaken by Cllr Gajewicz who reported a quiet month. The only problem that Cllr Gajewicz had to deal with was the shredded remains of a pumpkin that had been scattered liberally around the Play Area. The mess was cleared away by Cllr Gajewicz.

Following a recommendation in the Annual Inspection the Parish Council is looking to rotavate the bark chips that form the cushion fall areas under the swings etc. A plea was made on Facebook for loan of a rotavator and Ainsty Lawns and Landscapes replied. The Clerk was asked to contact Mr Short of Ainsty Lawns to

ask if he would be willing to undertake the job instead of loaning the rotavator to the Parish Council. **Action Clerk.**

Cllr Conley agreed to take the inspection bag for the month going forward.

- 6.5.2 *Painting floor markings for new games at the end of the park on the tarmac area*
– Nothing to report

6.6 Allotments

- 6.6.1 *Monthly report* – The majority of annual rents have been paid however, a number remain outstanding and have been chased by the Clerk. A £5 administration fee has been applied to all chasing letters.

- 6.6.2 *New clause(s) – Allotment Agreement* – Cllr George confirmed that changes have been made to the allotment agreement to incorporate a clause regarding non-resident status. The agreement was accepted by the Parish Council and will be issued to all new tenants going forward.

There are currently twenty-one Bishopthorpe residents on the waiting list for an allotment plot. A decision was taken to close the non-villager waiting list to give preference to residents.

- 6.6.1 *Boundary fence / hedge* – The hedge at the back of the Appleton Road site – on the boundary with the cycle track - has become very overgrown and needs trimming. Cllr George has contacted Mike Dale of Crombledale Contracting for a quote to trim it back.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

- 6.7.1 *Monthly Report* – Cllr Green reported that Vernon House is busy with a new group on Friday afternoons and also a night group has moved to day-time hours to attract new members. All groups are accommodating each other and working well.

- 6.7.2 *Email from Bishopthorpe First Responders – above- free training offered in Vernon House for the group. – Refer to beginning of the meeting.*

Under this heading Cllr Harrison reported that the Parish Council is seeking to buy a new defibrillator for use in the village. Following a brief discussion, it was agreed that this should be located in a central village location giving it the greatest reach and this was agreed to be Vernon House. Cllr Harrison proposed that a new defibrillator, at a cost of up to £1,400, should be purchased and placed on the outside wall of Vernon House. This was seconded by Cllr George and agreed unanimously.

6.8 Web Site Management

- 6.8.1 *Monthly update* – Cllr Conley reported an anomaly with the on-line calendar and will contact the web page construction team to rectify the issue.

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* – Cllr Conley reported the following items:

The Friends of Bishopthorpe Library met for the first time since the start of the pandemic on the 11th October.

The library is grateful to Bishopthorpe and Acaster Malbis Link Magazine for providing the funds to install a new side door - leading out into the Sensory Garden.

Several new library members were attracted at the recent village street fair.

A date will shortly be confirmed for the Christmas Evening Event at the library which returns this year after missing last year due to the pandemic. Bishopthorpe Community Choir will perform and attendees will enjoy mulled wine and mince pies.

The librarian would like to set up a new Lego Club and is asking for Lego donations.

The reading group, Bishy Bookworms, has re-formed.

During 22nd – 23rd October there will be a children's book sale at the library.

Storytime for the under 5's takes place every Thursday morning from 10.30am – 11am. A place doesn't need to be booked in advance to hear stories, poetry and songs.

Under this heading Cllr Green reported that subscriptions to Link Magazine are falling. Link Magazine provides local residents with vital information about the village and is not affiliated with any church. Subscription is £4 per annum and the magazine is delivered to residents each month.

Cllr Conley offered to publicise the magazine on the Parish Council's web page to raise awareness. Cllr Harrison suggested that new home owners in the village should have one copy delivered, free of charge, with the invitation to take up a subscription for subsequent copies. Cllr Nicholls questioned if it may be worth doing one large print run - with enough copies to distribute to every house in the village - which could be used as a promotion tool.

Cllr Harrison reported that as well as publishing his monthly report in Link Magazine he will duplicate his message on Bishopthorpe Community Facebook page to reach a larger portion of the village; especially younger families in the village.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr Conley reported the following items:

Canada Geese can be seen in the skies above Bishopthorpe as they return to the UK to over-winter.

Yorkshire Flood Resilience, a project funded by Defra and supported by City of York Council ends later this month. It will leave a legacy of useful resources and information which can be found at <https://www.yorkshirefloodresilience.co.uk> or follow @YorkshirePFR on Twitter. The resources will continue to be available to the public after the project ends.

News from St. Nicks:

Funding has been secured to deliver a *green corridors* project across Osbaldwick and Tang Hall Becks and the Fulford Ings and Clifton Ings corridors. This gives them the resources to make a lasting impact to nature conservation across York.

In conclusion Cllr Conley issued a reminder to leave out water and bird food for birds and cat biscuits for hedgehogs.

6.10.2 *Together for Our Planet* – Cllr Green suggested that the Parish Council should apply for a grant to fund a community fridge for Vernon House. Residents with any excess food would be encouraged to place this in the fridge to supply other residents in need. A team would be engaged by Cllr Green to regularly clean and clear out of date produce from the fridge.

Cllr Nicholls questioned if this would be beneficial to the community in an affluent village such as Bishopthorpe. However, both Cllr Green and Cllr Gajewicz stated that there is always hidden poverty in a community, even one such as Bishopthorpe.

Cllr Green proposed she will apply for a grant from *Together for Our Planet* to fund a community fridge in Vernon House. Additionally, Cllr Green agreed to create a team to clear and regularly clean the fridge. This was seconded by Cllr Harrison and agreed unanimously.

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 Payments to approve

7.1.1 **Cheque / Direct Debit payments**

Amounts paid

Monthly direct debit to E-On Sports Pavilion Electricity (paid 28/10)	432.00
Monthly direct debit to E-On Village Hall Electricity (paid 19/10)	96.62
Monthly direct debit to E-On Village Hall Gas (paid 28/10)	344.00
The Renewable Energy Co. Vernon House Electricity	54.12
Savills – Allotments Acaster Lane, half year rent	72.50
Savills – Cricket field half yearly rent	150.00
PlusNet – monthly charge Vernon House	21.60
PlusNet – monthly charge Village Hall	29.19

Total Amount paid	£1,200.03
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7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	700.00
Clerk's Expenses- (<i>Office value copy paper, 5 reams £17.42, Epson black cartridge £27.95, Epson multi-coloured cartridges £25.01</i>)	70.38
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	90.00
C Henk – Sports Pavilion cleaning expenses	0.00
A Powell – Sensory Garden gate daily opening / locking	63.00
Ainsty Lawn care and Landscapes – Cricket ground grass cuts	680.00
Sports Turf Services (York) Ltd – Grass cuts	201.60

K Longley – refund of party booking for Village Hall	55.00
York Wi-Fi Solutions – Support & Maintenance package monthly fee	24.00
York Wi-Fi Solutions – Wi-Fi installation costs for Village Hall & Vernon House	983.94
BT Broadband package – Clerk’s computer	42.14
Electrotest – for work at Vernon House	88.00
City of York Council - Waste collection, Sports Pavilion	55.75
City of York Council - Waste collection Village Hall	60.56
Playdale – Annual inspection fee	234.00

On-line payment total	4,035.87
Payment Total	£ 5,235.90

7.2 **Income Receipts**

20/9 Sue Coates, Slimming World	25.00
21/9 S Allen, Black Cats Pilates	25.00
24/9 Sue Coates, Slimming World	50.00
29/9 S Allen, Black Cats Pilates	25.00
30/9 W Allison, Wednesday Badminton	30.00
1/10 Sue Coates, Slimming World	50.00
6/10 S Allen, Black Cats Pilates	25.00
8/10 Sue Coates, Slimming World	50.00
Allotment rental income	825.00
City of York Council - Precept, 2 nd payment	17,500.00
Bishopthorpe First Responders	700.00
Village Hall Management Committee – various rental payments	212.50
	£19,517.50

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

- 21/179 8 **School Governors**
 - 8.1 *Infants School –Nothing to report*
 - 8.2 *Junior School – Cllr Green reported that Gardening Club adults intend stay on after school finishes to undertake heavy work.*
- 21/180 9 **Young Person of the Year Award and the Gordon Watkins Community Award**
 - 9.1 *Committee Report – Nothing to report*
- 21/181 10 **Pinfold**
 - 10.1 *Committee Report – Nothing to report.*
- 21/182 11 **Sensory Garden**
 - 11.1 *Committee Report – Cllr Gajewicz reported that she is waiting for quote from Bishopthorpe Organic Nursery for tidying and planting work in the garden. It appears that the Nursery have already removed all traces of the bindweed.*
 - 11.2 *Mosaic repairs – Nothing to report.*

- 21/183 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – Cllr George reported fourteen incidents in total for August: seven of which were anti-social damage and one theft and shop lifting.
- 21/184 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association* – It was agreed that the Parish Council would not light the brazier for the Queen’s Jubilee in 2022 as it falls in June and the light night would make it ineffective.
13.2 *White Rose update* – Noted
- 21/185 14 **Highway Matters**
14.1 *Yellow line markings in various village locations* – No update to report.
- 21/186 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 None
15.2 Notes
15.2.1 None
- 21/187 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 October.
- 21/188 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
 - None
- 21/189 18 **Date and time of next meeting – Tuesday, November 23rd 2021 at 7pm, Vernon House**

Meeting closed at 8.58 pm