

**Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 28<sup>th</sup> February 2023 at the Village Hall, Main Street, Bishopthorpe.**

*The Chairman opened the meeting at 7.00 pm.*

Mr Chris Gammie, from the Liberal Democrat Focus Team for Bishopthorpe, attended the meeting.

Mrs Kim Stephen, of Myrtle Avenue, attended the meeting with a view to joining the Parish Council.

Mrs Laura Holmes and Ms Karen Tarvin attended the meeting to represent Bishopthorpe Community Festival Committee. Mrs Holmes asked if the Parish Council would pay for the closure of Main Street at a cost of £600 to allow the festival to be held in September 2023. Mrs Holmes confirmed that the Committee has agreed a formal constitution to govern their operations and prevent problems of previous years. Cllr. Harrison proposed that the Parish Council would be agreeable to paying for the closure of Main Street on the day of the festival. This was seconded by Cllr. Thornton and agreed unanimously. Mrs Holmes and Ms Tarvin left the meeting at 7.07pm

Mrs Stephen and Mr Gammie remained at the meeting.

**Council Members Present:**

Cllr. Harrison (Chairman), Cllr. Jemison, Cllr. George, Cllr. Gajewicz, Cllr. Nicholls, Cllr. Astbury, Cllr. Green and Cllr. Thornton.

23/19 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.*

23/20 2 **Apologies for absence.**

None

23/21 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.*

23/22 4 **Minutes of Meeting, 17<sup>th</sup> January 2023**

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

23/23

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

5.1 Notice of Applications received

5.1.1 **York Marine Services, Ferry Lane.** Crown reduce one willow tree by 15% and 10% internal thin of the canopy. Tree works in a Conservation Area. 23/00379/Tree Conservation Area. **No Objection – Decision referred to expert arborists at City Council.**

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

5.2.1 **Middlethorpe Hall, Middlethorpe.** Fell one Ash tree and one sycamore – protected by Tree Preservation Order number four. 22/02397/Tree Preservation Order. Action Clerk – send again to City of York Council for planning email list. **Decision referred to expert arborists at City Council.** Approved

5.2.2 **The Manor Barn, Middlethorpe.** Single storey side extension following demolition of existing extension and demolition of existing front and rear extensions. 22/02051/FUL. **No Objection.** Approved

5.2.3 **9 Lamplugh Crescent.** Two storey side and single storey front extensions. 22/02414/FUL. **No Objection** Approved

5.2.4 **Grass Verge Adjacent Cycle Path off Keble Park North.** Installation of bench, information board, two metal sculptures and associated surfacing. 22/02591/FUL. **No Objection.** Approved

5.2.5 **21 Sim Balk Lane.** Single storey rear extension. 22/02587/FUL. **No Objection.** Approved

5.2.6 **Bishopthorpe Social Club, The Poplars, 12 Main Street.** Crown reduce one Horse Chestnut tree by 30% and crown lift by five metres. Protected by Tree Preservation Order 2/1971. 23/00045/Tree Preservation Order. **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 reported that correspondence has been received from the Planning Inspectorate confirming that the exchange period has ended. During the week commencing 27<sup>th</sup> February an Inspector will visit the site unaccompanied and will not discuss the case with anyone he meets during his visit.*

5.4.2 *City of York Local Plan Main Modifications Consultation 2023 – Noted*

5.4.3 **Cherry Garth, 50 Main Street.** Flat roof extension within existing valley roof. 22/01078/FUL. (*Parish Council reply: No Objection*) – An appeal has been made to the Secretary of State in respect of this application. **Noted**

5.4.4 **Gateway York – Proposal to build 114 new houses on Sim Balk Lane (The proposed development site is a parcel of land located off Sim Balk Lane, nearby to York College –**

The proposed development site is located in the green belt off Sim Balk Lane,

opposite York College. Gateway Developments has launched a public consultation for their plans to build (approximately) 114 homes, which can be accessed at:

[www.simbalklaneconsultation.co.uk/#feedback](http://www.simbalklaneconsultation.co.uk/#feedback)

On the 2<sup>nd</sup> March, the public are invited to York College to view Gateway's development plans for the greenfield site.

At this stage Cllr. Harrison reminded the meeting that the plans are speculative but the Parish Council must keep a close watch on any proposal made in the future by Gateway. The Parish Council will only be able to act formally if the plans progress to the Planning Application stage.

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**6 Services****6.1 Village Hall Management Committee**

6.1.1 *Management Committee Report* – The following items were reported:

- A new music license has been arranged for the Village Hall by Cllr. Thornton. Protracted negotiations with PRS were necessary to ensure that the correct amount was charged and the Parish Council is grateful to Cllr. Thornton for her work negotiating a new contract.
- The Caretaker is monitoring electricity and gas usage by users to keep down costs as much as possible.

6.1.2 *External Repairs* – Cllr. Thornton will work with the Caretaker to find suitable contractors to provide quotes for the external repairs.

6.1.3 *Village Hall Trustee Dispensation Request* – Cllr. Thornton signed the document.

6.1.4 *Rebuild cost assessment report* – Cllr. Harrison reported that the Parish Council's insurance company offered to revalue the Village Hall, free of charge. The amount Allied Westminster estimated that would be needed to rebuild the hall is £1,213,393 – this has been incorporated into a revised insurance document.

6.1.5 *Risk Assessment review* – Cllr. Thornton reported that this matter is under review.

Mrs Stephens left the meeting at 7.43pm

**6.2 Sports and Leisure Management Committee**

6.2.1 *Management Committee Report* – Cllr. George reported that the gate to Acaster Lane cricket pitch has been repaired. The Canoe Club has advised Cllr. George that there is no longer any room in their container to store the beacon and that a new home for it must be found.

Cllr. Nicholls reported that the drain needed to be unblocked again after a traffic cone and a tree stump were stuffed into it by vandals. This action caused sewage to flood the car park.

6.2.2 *Internal alterations to the building* – Cllr. Nicholls reported that the alterations are nearing completion. The new toilets are installed and a temporary external door will be replaced by a disabled access door at the end of the build. A ramp has been installed leading up to this door.

- 6.2.3 *Cricket scoreboard rebuild* – Three quotes were requested for this job. One contractor did not attend a site meeting; one contractor attended but then provided no quote. The third contractor, JLC Services, has provided a comprehensive quote to the Parish Council as follows:

The price to construct a new outbuild (scorebox) including laying foundations is £19,100. To build the scorebox from the existing foundations would be £12,300. Should the Parish Council choose to renew the existing building (instead of building a new one) this would cost £4,800.

Additional costs may be incurred if it becomes necessary to alter the foundations: if these need to be reinforced the cost would be £1,400. However should it be necessary to remove the existing foundation and repour, the additional cost would be £4,700. Further costs for waste removal are quoted at £620.

To supply and install a new digital scoreboard would cost £5,800

Initial discussions with the Cricket Club have indicated that they would like a scorebox large enough to store their roller. Cllr. Nicholls offered to supply a copy of the quote to the Club to see how they wish to move it forward and how they will fundraise to achieve their aim. (The Parish Council will contribute up to £5,000 towards the project.)

- 6.2.4 *Renewal of sports field leases* – Cllr. Harrison reported that these have been sent back to the solicitors acting on behalf of the Church Commissioners. Two leases have been combined to form one new lease.

- 6.2.5 *Bishopthorpe Playgroup – overdue quarterly rent (£1,300) due 31<sup>st</sup> December 2022 (Last paid £1,300 in June 2022; the September 2022 payment was waived by Parish Council).* – Upon contacting Playgroup Cllr. Harrison discovered that the missed payment was an oversight. The rent was immediately paid by the Treasurer when highlighted.

### 6.3 Finance Committee

- 6.3.1 *Committee Report – PlusNet Charges* – The Parish Council’s current Broadband provider is PlusNet: this company is merging with BT. Cllr. George reported that there has been no communication from BT regarding the price they will offer for Broadband post-merger. Currently the Parish Council pay an annual maintenance figure of £600, which covers the Village Hall and Vernon House and it was suggested that this could be reduced to combine the two contracts.  
**Action Cllr George**

- 6.3.2 *Change in Procurement Threshold – from £25,000 to £30,000* – Noted.

- 6.3.3 *Double Taxation refund* – The City Council has refunded an amount of £10,179.77 to the Parish Council in respect of double taxation for the year ending March 2023.

### 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 had the inspection bag for February and reported that there were no problems during the last month. The bag was

passed to Cllr. Astbury for the upcoming month.

- 6.5.2 *Annual ROSPA Inspection of Play Area, 7<sup>th</sup> January* – Cllr. Harrison proposed that the quote from Playdale for £1,724.20 to repair various items in the park, post inspection, should be accepted. This was seconded by Cllr. Green and agreed unanimously.

6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported the following items:

- There are twenty people on the waiting list which includes three new applicants added in February.
- The work has been completed at Appleton Road – the allotment gate posts were embedded in three feet of concrete, which was removed with a heavy duty equipment by Crombledale Construction.
- Mike Dale of Crombledale Contracting is considering the best solution for the orchard gate (to reduce the load on the posts) and will provide a quote for consideration shortly.
- An unusually large water bill was received from Business Stream (formally Yorkshire Water) for £528.08 for the supply of water to Acaster Lane. Upon investigate Cllr. George found that the invoice represents twelve months' usage.
- Cllr. George thanked Cllr. Green for the kind donation of sloe shrubs which have been planted at Acaster Lane to fill gaps in the hedge.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Green reported that the radiators were turned down to save money but the temperature was so low that the users complained and the decision was reversed.

Following their annual inspection Advance Fire recommended that the Parish Council replace the emergency lights inside the building. Cllr. Green asked Richard Williams Electrical to undertake the job at a lower cost to the Parish Council. The lights have subsequently been replaced to standard issue.

Cllr. George reported that he had been notified that the code for the defibrillator box had been given out by the emergency services but that it had not been used.

6.7.2 *Bishopthorpe Medical Surgery* – Cllr. Harrison reported that a new one-year lease has been signed between the City Council and the Parish Council. The City Council do not object to a satellite medical surgery operating from one of the rooms in Vernon House but this would be subject to approval by the Integrated Care Board.

The Parish Council is disappointed that the City Council is only prepared to offer a lease extension for one year (historically it was offered on a seven-year basis) but has been advised that the City Council intend to include Vernon House in an 'asset review' in the next financial year. The building is a vital facility to elderly citizens in the village and the Parish Council will strongly resist any detrimental changes.

- 6.8 Web Site Management
  - 6.8.1 *Monthly update* – Jeannie Conley, the Parish Council Website Manager, reported that 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* – Cllr Green thanked the Parish Council for continuing to pay the subscription to York Bus Forum who have been a great help with the fight to keep the number 11 Bus in the village.
  
  - 6.10.2 *Email from T Cunningham* – An email was received from Ms Cunningham concerning the destruction of trees and hedges along the Sustrans path. The Parish Council explained that it had no jurisdiction in this area as the path is owned and managed by Sustrans. No planning applications have been received in connection with the removal of trees / vegetation. Any complaints should be addressed directly to Sustrans at [complaints@sustrans.org.uk](mailto:complaints@sustrans.org.uk)
  
- 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 m/e )	432.00	
	Monthly direct debit to E-On Village Hall Electricity (due 16/2)	359.48	
	Monthly direct debit to E-On Village Hall Gas (due m/e)	344.00	
	The Renewable Energy Co. Vernon House Electricity (due 20/2)	33.12	
	PlusNet – Village Hall Wi-Fi connection monthly charge (paid 31/1)	28.87	
	PlusNet – Vernon House Wi-Fi connection, monthly charge (paid 31/1)	28.87	
	<b>Total Amount paid</b>	<b>£1,226.34</b>	
7.1.2	<b>On-Line Banking payments</b>		
	<b>Amounts paid</b>		
	Clerk’s Salary	772.00	
	Clerk’s Expenses (High yield black cartridge – Epson 405XL)	38.99	
	M Haynes - Village Hall Facilities Manager	473.44	
	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	180.00	
	C Henk – Sports Pavilion cleaning expenses	0.00	
	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 sports field, Ferry Lane	0.00
Richard Williams – Electrotest – Emergency lights Vernon House	167.00
Richard Williams – Electrotest – Smoke alarms, PAT test & emergency lights	499.97
York Bus Forum – Annual subscription	15.00
City of York Council - Waste collection, Village Hall	68.86
City of York Council - Insurance recharge, Vernon House	176.76
City of York Council - Waste collection, Sports Pavilion	63.40
Henderson Heating – Annual gas check for Village Hall	105.00
Yorkshire Local Councils Association – Webinar training PROW, Cllr. Harrison	33.40
Business Stream – Allotments, Appleton Road	87.49
Business Stream – Sports Pavilion	96.53
Business Stream – Village Hall	169.41
Business Stream – Vernon House	21.11
Business Stream – Allotments, Acaster Lane	528.08
On-line payment total	<b>£3,770.44</b>
<b>Payment Total</b>	<b>£4,996.78</b>

7.2

## **Income Receipts**

### ***Village Hall rental income:***

10/1 E Rudman	110.00
11/1 S Allen, Black Cats Pilates	25.00
13/1 S Tomlinson	55.00
13/1 Sue Coates, Slimming World	50.00
13/1 S Tomlinson	15.00
16/1 Ebor Players	80.00
16/1 The Cool Notes	15.00
1/1 S Allen, Black Cats Pilates	25.00
20/1 Sue Coates, Slimming World	50.00
24/1 S Allen, Black Cats Pilates	25.00
25/1 The Cool Notes	30.00
26/1 W Allison, Wednesday Badminton	24.00
27/1 Baker L	55.00
27/1 Gorwood AM	135.00
27/1 Sue Coates, Slimming World	50.00
30/1 The Cool Notes	15.00
1/2 S Allen, Black Cats Pilates	25.00
3/2 Sue Coates, Slimming World	50.00
6/2 C Smith	55.00
6/2 Kassia Scott	221.00
8/2 S Allen, Black Cats Pilates	25.00
10/2 O Oyebola	10.00
10/2 Sue Coates, Slimming World	50.00
13/2 The Cool Notes	15.00
15/2 S Allen, Black Cats Pilates	25.00
17/2 Sue Coates, Slimming World	50.00

**Other Income:**

9/1 New Allotment rent AP1a	7.00
9/1 Vernon House Income	128.00
11/1 Vernon House Art Sale proceeds	206.70
22/1 New Allotment rent AP1b	7.00
2/2 Village Hall Management Committee	311.00

**£1,944.70**

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

- |       |    |  |  |
|-------|----|--|--|
| 23/26 | 8  | <b>School Governors</b>  |  |
|       |    | 8.1  | <i>Infants School</i> – Nothing to report.   |
|       |    | 8.2  | <i>Junior School</i> – Nothing to report.  |
| 23/27 | 9  | <b>Young Person of the Year Award and the Gordon Watkins Community Award</b> |  |
|       |    | 9.1  | <i>Committee Report</i> – Cllr. Thornton is trying to contact the British Youth Council seeking advice on how to establish a Youth Council in the village. Local support for this, from Youth Leaders, is strong.  |
| 23/28 | 10 | <b>Pinfold</b>   |  |
|       |    | 10.1   | <i>Committee Report</i> – Cllr. Astbury has contacted Bishopthorpe Organic Nursery to discuss the potential cost and how they could work with the Parish Council to maintain the various hanging baskets, tubs and planters in the village going forward.  |
| 23/29 | 11 | <b>Sensory Garden</b>  |  |
|       |    | 11.1   | <i>Committee Report</i> – Cllr. Harrison reported that Sandra Harrison has replanted one of the large planters in the Sensory Garden with spring flowering bulbs.  |
|       |    | 11.2   | <i>Mosaic repairs</i> – Cllr. Thornton reported that matters have finally progressed (this item has been on the Agenda since July 2018). The original maker of the mosaic has agreed to repair it and would consider either repairing it and covering it with a plastic cover to prevent future damage or removing it from the floor and placing it on the side of the library wall. |
|       |    |  | It is hoped that repairs will take place in early spring 2023.   |
| 23/30 | 12 | <b>Police Liaison</b>  |  |
|       |    | 12.1   | <i>Ward Manager's Report</i> –   |
|       |    |  | Cllr. Green reported that it has proved impossible to make contact with a police officer taser specialist whom she hoped to invite to the Parish Council annual meeting.   |
|       |    |  | Cllr. George reported the following crime statistics for December 2022: There were five incidents in total comprising – Anti-social behaviour (2), Violence (2) and Vehicle crime (1).   |
|       |    | 12.2   | <i>Commissioner Zoë responds to HMICFRS's latest report on North Yorkshire Fire and Rescue Service</i> – Noted.  |



- 12.3 *Commissioner Zoë's Quarterly Engagement Blog Post* – Noted.
- 12.4 *Commissioner Zoë says 'Thank you' to the public for supporting Police and Fire services in North Yorkshire and York* – Noted.
- 12.5 *Commissioner Zoë's Newsletter - February 2023* – Noted.
- 23/31 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Cllr. Harrison reported that there has been no recent meeting.
- It was, however, noted at the Chief Executive meeting that the new requirement for voters to produce photographic identification to vote at upcoming local elections may prove a deterrent.
- 13.2 *White Rose Updates* – Noted.
- 13.3 *NALC Parliamentary briefing- Levelling Up and Regeneration Bill- Lords second reading 17 January 2023* – Noted
- 23/32 14 **Highway Matters**
- 14.1 *York access control barrier review – email from Ken Spence, Transport Initiatives LLP* – Noted.
- 14.2 *York Access Control Barrier Review second stakeholder meeting: 14.30 to 17.00, Tuesday 14th March, 2023* – Noted.
- 14.3 *Email from J Eaves : State of roads in Bishopthorpe* – Cllr. Harrison responded to Mr Eaves to confirm that the Parish Council is not responsible for funding or maintaining the roads in the village but that his concern has been raised in the Parish Council Liaison meeting with the City Council. It was also suggested that Mr Eaves should approach Cllr. Galvin about this issue.
- 23/33 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *City of York Community Infrastructure Levy (CIL) Draft Charging Schedule Consultation February 2023* – Noted.
- 15.2 Others
- 15.2.1 *Bishopthorpe Community Festival 2023* – See notes above.
- 23/34 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 February.
- 23/35 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr Harrison gave his apologies for the March meeting.
  - Cllr Harrison has placed adverts to attract new Councillors to the Parish Council in Link Magazine and on the Facebook page. There has been no response from anyone in the village to either advert to date.

- Two letters of complaint were handed to the Clerk at the beginning of the meeting from Mrs Heather Coxon concerning the Gateway Development proposal at Sim Balk Lane and proposed Marina development. Mrs Coxon did not remain at the meeting to discuss her opinions.

23/36 18 **Date and time of next meeting – Tuesday, 28<sup>th</sup> March 2023 at 7pm at the Village Hall.**

Meeting closed at 8.22 pm