

Minutes of the Parish Council meeting held at 7pm on Tuesday 27th July 2021 at Vernon House, Bishopthorpe.

The Chairman opened the meeting at 7.03 pm.

Council Members Present:

Cllr. Harrison (Chairman), Cllr. Mrs Green, Cllr. Jemison, Cllr. George, Cllr. Mrs Conley, Cllr. Mrs Thornton and Cllr Nicholls

21/119 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.

21/120 2 **Apologies for absence.**

Cllr. Mrs Gajewicz and Cllr. Grabowski

21/121 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 declarations of interests were stated.*

21/122 4 **Minutes of Meeting 22nd June 2021**

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

21/123 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **47 Lang Road.** Two storey and single storey rear extension following demolition of conservatory. 21/001454/FUL. **No Objection**

5.1.2 **9 New Lane.** Single storey rear extension. 21/01211/FUL. **(No Objection, May 2021)** – Revised plans have been submitted. **No further comment.**

5.1.3 **The Palace, Bishopthorpe Road.** Reduce limbs from a Beech tree in a Conservation Area. 21/01746/Tree Conservation Area. **No Objection** – decision to be made by City Council arborists.

5.1.4 **Heimdahl, 9 Sim Balk Lane.** Two storey side and rear extension and single storey rear extension. 21/01658/FUL. **No Objection**; a recommendation was made by the Parish Council for inclusion of opaque glazing in the windows directly facing the neighbouring house at number seven.

- 5.1.5 **2 Myrtle Avenue.** Two storey side extension and single storey rear extension (revised scheme, resubmission). 21/01768/FUL. **No Objection.**
- 5.1.6 **The Vicarage, 48 Church Lane.** Remove lower limbs to crown lift two Sycamore and one Ash – tree works in Tree Conservation Area. 21/01767/Tree Conservation Area. **No Objection** - decision to be made by City Council arborists.
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **10 Acaster Lane.** Single storey rear and side extension, and single storey front extension. 21/01070/FUL. **No Objection.** Approved
- 5.2.2 **Northcote, 31 Sim Balk Lane.** Single storey rear extension. 21/01285/FUL. **No Objection.** Approved
- 5.2.3 **York Marine Services, Ferry Lane.** Erection of pagoda with pizza oven next to existing kiosk. 21/01198/FUL. **No Objection.** Approved
- 5.2.3 The Parish Council received no notification from the City Council of this application - **East of Allotments, Acaster Lane.** Erection of agricultural building. 21/01201/ AGNOT. **Objection.** Refused

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 – update – A letter received from Russell Varley of the City Council stated that the applications made by the Parish Council in 1994 and 2004 to have a public footpath recorded on the definitive map, were considered by the Executive Member for Transport twenty-five years later at the decision session held on Thursday 25th July 2019. At that meeting the Executive Member decided to make an order that excludes the section through St Andrew’s old Church, as it relates to land that is consecrated. Mr Varley stated that under common law it is not possible to establish a public right of way over consecrated land through use.*

The Parish Council has been given twenty-eight days (from 9th July 2021) to appeal the decision to the Secretary of State.

The Parish Council intend to object to the path from Chantry Lane Bishopthorpe to Ferry Lane Bishopthorpe being excluded from this application to form a Public Footpath on the grounds that it is consecrated land. The Legal Advisory Commission to the General Synod gave the following advice:

Public Rights of way over land forming part of a churchyard:

"The Commission is of the opinion that land forming part of a churchyard can, after 20 years use by the public as of right, be deemed to have been dedicated a highway under section 31 of the Highways Act 1980"

Legal advice has been sought by the Parish Council and the decision will be appealed.

21/124 6

Services6.1 Village Hall Management Committee6.1.1 *Management Committee Report* – Cllr Mrs Thornton reported the following items:

- All covid rules affecting the Village Hall have been lifted in line with Government guidance. However, hand sanitisers have been left in the building at numerous points and posters left in place recommending the continued use of face masks inside the hall.
- A newsletter has been issued to users with a suggestion box included in the footnote.
- Most user groups have returned to the hall following the lifting of coronavirus restrictions.
- Two new groups are renting the hall – a Pilates Group and a Sunday Worship Group.
- The black stage curtains have become detached from their holdings and may have suffered damage. They will be re-hung and the damage assessed.
- The under-stage pump continues to work well, saving the building from severe flood damage.

Cllr. Harrison reported that Simon Sykes Builders will attend a site meeting to assess the masonry damage to the brick work at the rear of the building.

6.1.2 *Parking in the Village Hall car park* – Cllr Mrs Thornton reported that the new Sunday Worship Group caused a parking issue in Main Street at their first meeting. Conversely, this resolved the problem of long-term parking in the Village Hall car park by local residents.

The Worship Group paid in advance for bookings from July to November in cash. This was the first time the Parish Council had received such a large cash transaction and it was agreed that cash payments are no longer an acceptable form of transaction for the Council. In future payments will only be accepted by Bacs payment or cheque.

6.1.3 *Amendments to the Hiring Agreement* – Cllr Mrs Thornton reported that she has produced a draft document updating the hiring agreement, which will be circulated before discussion at the August meeting. **Action Cllr Mrs Thornton**

6.1.4 *Hall heating, overhaul* – Three local, non-commercial, heating contractors were asked to provide quotes and all three failed to attend a site meeting to assess the job. One further attempt at sourcing a local heating contractor will be made but if that proves unsuccessful a commercial company will be used.

6.1.5 *Wi-Fi Installation* – Cllr. George proposed installation of Wi-Fi in the Village Hall at a cost of £890 (set up costs) and £29 (monthly on-going costs). This was seconded by Cllr Mrs Thornton and agreed unanimously. **Action Cllr George**

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr Nicholls reported that after user consultation it has been agreed that the existing layout of the building should be reconfigured to create better use of the space in the following way:

- The showers area will be reconfigured into a home changing room incorporating two showers.
- The referee's room will incorporate a new office.
- The away changing room will incorporate two showers.
- The old home changing room will be reconfigured in to a tea pavilion for cricket teas.
- The sinks will be reconfigured in to a disabled toilet.
- The urinals will be replaced by a toilet cubicle.

Two builders have been contacted for quotes to date. (Three quotes are necessary for tender purposes).

6.2.2 *Boundary hedge* – Jonathan Short of Ainsty Garden Services has informed the Parish Council that he wishes to terminate the hedge cutting contract for the hedge surrounding the Ferry Lane sports field. Mr Short has undertaken this job for many years to a very high standard and it is with regret that the contract is to cease.

Sports Turf Services were contacted and offered the job but unfortunately it is too large for them to undertake as they do not possess the correct equipment. The Clerk was asked to contact Mr Short again to ask for personal recommendations before the job is outsourced to a commercial contractor. **Action Clerk.**

6.2.3 *Email from Amber Steel* – Cllr. Harrison replied to this email from a new village resident who commented on the number of dogs exercising on Ferry Lane sports field despite notices prohibiting them.

Repeatedly the Parish Council call for residents not to use this field for dog exercise as dog faeces may contain parasites which can cause serious health issues to humans if they enter the bloodstream following a fall on the grass during sports activities. Numerous signs are displayed at various entrances to the field prohibiting dog exercise but these are ignored by a small number of residents who have no regard for the welfare of others.

6.2.4 *BUFC unpaid precept (£700 reduced to £395)* – The invoice issued to the Football Club in April 2021 remains unpaid. Cllr Nicholls to chase.

6.3 Finance Committee

6.3.1 *Management Committee Report* – The Parish Council's 2021 year-end accounts are currently with the External Auditor, Littlejohn, awaiting audit.

Under this heading Cllr. Harrison reported that the Bishopthorpe Street Party Committee has requested financial assistance from the Parish Council to pay for Main Street to be closed on the day of the party – 19th September 2021. The cost of closure will be no more than £600.

Cllr. Mrs Green proposed the Parish Council help Bishopthorpe Street Party Committee with a donation of up to £600 to cover the City Council costs for closing Main Street on Sunday 19th September 2021. This was seconded by Cllr. Harrison and agreed unanimously.

- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – Nothing to report.
- 6.4.2 *York Flood Plan newsletter update* – Noted.
- 6.4.3 *Email from Bryan Harford regarding the riverbank* – Cllr. Harrison replied to Mr Harford to address his concerns that the riverbank is becoming overdeveloped and an eyesore to the village.
- 6.4.4 *Sale of car park to York Marine Services* – It has been agreed that the sale will go ahead at a price of £20,000. The area of land to be sold to York Marine Services will exclude the space used by Bishopthorpe Canoe Club to ensure that the Club has rights to keep their container in the corner of the car park.
- The riverside land incorporating the slipway (owned by the Parish Council) will not be included in this sale.
- 6.4.5 *Sale of land to 6 Ferry Cottage* – Cllr. Harrison reported that the sale has gone through and documents are currently with the Land Registry.
- 6.5 Youth Support and Children’s Recreation
- 6.5.1 *Monthly Park inspection update* – Cllr. Harrison reported that there was no issue with discarded litter in the park during the last month. Cllr Nicholls took the inspection bag for the forth coming month. Crombledale Contracting repaired the broken fence and made adjustments to the height of the flooding path to resolve the issue. Cllr. Jemison was asked to call the company back to look at another section of fence which is unstable. **Action Cllr Jemison.**
- Permission has been given to a neighbouring resident, Mrs Neale, to allow workmen into the park to trim her conifer hedge.
- 6.6 Allotments
- 6.6.1 *Monthly report* – Cllr. George reported that twenty-six village residents are on the waiting list for an allotment site, in addition to thirteen non-residents. Bishopthorpe residents will take preference over non-residents.
- 6.6.2 *Memorial Bench update* – Nothing to report.
- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
- 6.7.1 *Monthly Report* – Cllr. Mrs Green reported that Vernon House has now re-opened following the relaxation of coronavirus restrictions, with most user groups returning.
- 6.7.2 *Wi-Fi Installation* – Cllr. George was asked to commence installation of Wi-Fi in the building. Cllr. Mrs Green requested that a hearing loop should also be installed and this was agreed by the Councillors. Richard Williams of Electrotest will be asked to undertake the electrical work.
- 6.8 Web Page Management
- 6.8.1 *Monthly update* – The web pages are up to date.

- 6.8.2 *Bishopthorpe Parish Council web page* – Cllr. Harrison thanked Cllr. Mrs Conley for successfully creating a website for Bishopthorpe Parish Council. Once the site has been fully populated with information it will be launched to the public.

Cllr Mrs Thornton left the meeting at 8.31pm

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* – The village library has fully opened following the relaxation of coronavirus restrictions.

6.10 Environmental and Sustainability

- 6.10.1 *Monthly Report* – Cllr. Mrs Conley reported the following:

E-Cycle Switch Scheme launch: City of York Council has been awarded funding from the Department for Transport to offer York residents the chance to try an e-cycle before considering purchasing one at a discounted price.

The ‘E-Cycle Switch’ scheme launched on 19 July 2021 and offers anyone that lives, works or studies in York the opportunity to borrow an e-cycle from a participating local bike shop and try it for seven days with no obligation to buy. Once the trial is over, participants will be eligible for a £300 discount off e-cycles at all participating bike shops. Participants with disabilities or mobility issues may be eligible for a £800 discount after their trial. Further discounts will be offered to those who are unemployed or seeking employment. Applicants to the scheme can find further information at the iTravel website, www.itravelyork.info

CPRE (Campaign to Protect Rural England) has launched a campaign to protect hedgerows. The Parish Council has recently seen planning applications that include ripping out hedges teeming with wildlife and replacing them with fences.

Hedgerows contain endangered wildlife such as hedgehogs, butterflies, bumblebees and the insects that are essential food for birds and small mammals. Campaign to Protect Rural England encourage people to sign their petition at www.cpre.org.uk

Cycle to Work Day: The public are encouraged to take part in the UK’s biggest cycle commuting event on Thursday 6th August 2021. To find out details visit <https://www.cycletoworkday.org/>

A reminder that York Environment Week is planned for 18-26 September. The theme for this year is “Tackling Climate Change”.

In conclusion Cllr. Mrs Conley reminded residents to leave out water and bird food, and cat biscuits for hedgehogs.

- 6.10. *York Environment Week 2021, invitation to participate* – Noted.
- 6.10.3 *York Flood Alleviation Scheme June 2021 Newsletter* – Noted.
- 6.10.4 *Email from Environment Agency: On-site incident, Monday 5th July site broken in to and pump tampered with.* Noted.
- 6.10.5 *Email from St Andrew's Trust: HMLR defining the southern boundary* – Noted.

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.

21/125 7 **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 28/7)	432.00
Monthly direct debit to E-On Village Hall Electricity (paid 21/7)	109.04
Monthly direct debit to E-On Village Hall Gas (paid 28/7)	344.00
The Renewable Energy Co. Vernon House Electricity (paid 24/7)	54.12
Savills – half yearly rental payment for The Glebe (paid 1/7)	225.00
Total Amount paid	£1,164.16

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	700.00
Clerk’s Expenses- (<i>£84.00, York IT services</i>)	84.00
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	0.00
A Powell – Sensory Garden gate daily opening / locking	105.00
Non domestic rate payment to City Council – Village Hall (paid 1/7)	141.13
Non domestic rate payment to City Council – Sports Pavilion (paid 1/7)	662.28
Non domestic rate payment to City Council – Vernon House (paid 1/7)	337.51
Andrew’s Garden Services – Play Area cut lawns and hedges (paid 1/7)	240.00
RV Roger – 3 trees for Bishopthorpe Orchard with mulch and guards	67.80
Sports Turf Services Ltd – grass cuts to sports field	134.40
Ainsty Landscapes – hedges trimmed, Acaster Lane	325.00
AOL Quarterly fee plus phone charges for quarter (Apr, May, June)	58.80
Simon Sykes – Repairs to pinfold	30.00
Brunswick Organic Nursery – planting in Village Hall planter	45.60
Brunswick Organic Nursery – Sensory Garden maintenance	240.00
City of York Council - Commercial waste collection, Village Hall	60.56
City of York Council - Commercial waste collection, Sports Pavilion	55.75
Ainsty Landscapes – Sports Pavilion surrounding area tidy up	200.00
Crombledale Contracting – Play Area repairs to posts and stone path	862.79
Andrew’s Garden Services – Play Area grass cuts	260.00
On-line payment total	5,448.12
Payment Total	£6,612.28

7.2 **Income Receipts**

Village Hall rental income (Bacs payments unless stated):

24/6 S Allen, Black Cats Pilates	25.00
25/6 Sue Coates, Slimming World	65.00
30/6 S Allen, Black Cats Pilates	25.00
5/7 W Allison, Wednesday Badminton	36.00
6/7 KJ Bilton, Mind Matters	50.00
8/7 S Allen, Black Cats Pilates	25.00
9/7 Sue Coates, Slimming World	65.00
11/7 Cheque – MS Darley, Badminton Group	72.00
14/7 A Allen, Black Cats Pilates	25.00
16/7 Sue Coates, Slimming World	65.00
Cash – Church meeting group, Sunday evenings	1,000.00
Cheque – K Scott, Zumba classes	204.00

Other income:

HMRC, Vat refund 2020/21	2906.27
30/6 Bishopthorpe Pre-school Playgroup – Sports Pavilion rental	1,300.00
16/7 City of York Council – coronavirus Grant	1,334.00

Income Total	£7,197.27
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Approval of financial transactions proposed by Cllr. Mrs Conley and seconded by Cllr. Jemison. Carried Unanimously.

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| 21/126 | 8 | <p>School Governors</p> <p>8.1 <i>Infants School</i> – Nothing to report.</p> <p>8.2 <i>Junior School</i> – Cllr. Mrs Green reported that the Headteacher, Mr Green, has retired.</p> |
| 21/127 | 9 | <p>Young Person of the Year Award and the Gordon Watkins Community Award</p> <p>9.1 <i>Committee Report</i> – Nothing to report.</p> |
| 21/128 | 10 | <p>Pinfold</p> <p>10.1 <i>Committee Report</i> – Nothing to report.</p> |
| 21/129 | 11 | <p>Sensory Garden</p> <p>11.1 <i>Committee Report</i> – Nothing to report.</p> <p>11.2 <i>Mosaic repairs</i> – The repairs are on hold until the coronavirus outbreak has passed.</p> <p>11.3 <i>Mosaic replacement feature</i>- Nothing to report.</p> |
| 21/130 | 12 | <p>Police Liaison</p> <p>12.1 <i>North Yorkshire Police Force</i> – Cllr. George reported that fourteen local incidents are recorded for the Bishopthorpe area on the police webpage for the month of May 2021. (No later updates are available.)</p> |
| 21/131 | 13 | <p>Local Council Association</p> <p>13.1 <i>Yorkshire Local Councils Association</i> – Nothing to report.</p> <p>13.2 <i>White Rose Updates</i> – Noted.</p> <p>13.3 <i>HM Land Registry – Parish Land Ownership Survey</i> – Noted.</p> <p>13.4 <i>Copy of notes from the York Branch Meeting - 10 June 2021</i> – Noted.</p> <p>13.5 <i>Councillors Discussion Forum Session – Thursday, 22nd July 2021 – 6.45pm</i> – Noted.</p> |

- 13.6 *Risk Assessments – Financial and Corporate Webinar Session – Thursday, 22 July 2021 – Noted.*
- 13.7 *Webinar Training Programme - August 2021 – Noted.*
- 13.8 *Broadening your Planning Knowledge, Andrew Towleron Planning Consultant Webinar Session – Tuesday, 27 July 2021 – Noted.*
- 13.9 *NALC – Guidance for member Councils / Parish Meetings from Monday 19th July – Noted.*
- 13.10 *The North Yorkshire Rural Commission – Rural North Yorkshire, The Way Forward – Noted.*
- 13.11 *How local councils can engage with residents to reduce their carbon emissions – Giki Zero Webinar Session – Thursday, 29 July 2021 1.30pm to 2.30pm – Noted.*
- 13.12 *Public Rights of Way (PROW) – Sarah Ford, Barnsley PROW Officer Webinar Session – Wednesday, 28 July 2021 10.00am to 11.30am – Noted.*

21/132

14 Highway Matters

- 14.1 *City of York Council proposal to paint double yellow lines in various places around the village – Cllr. Harrison reported the following proposals:*

B1 is the proposal to paint lines and mark the bus bay on Acaster Lane

B2 is the proposal to paint lines along the Courtyard and Main Street

B3 is the proposal to paint lines near Canon's Court

B4 is the proposal to implement no waiting at any time restriction along part of Copmanthorpe Lane

Once the City Council has agreed the proposals they will be advertised in the village and resident-comment invited within a twenty-one-day period.

Following a lengthy discussion, it was agreed that the Parish Council will submit support for B1 but will object to B2, B3 and B4 on the grounds that the parking issue will simply migrate to a different part of the village to avoid the yellow lines - thus creating problems elsewhere.

21/133

15 Correspondence

- 15.1 City of York not covered elsewhere

15.1.1 *'My City Centre' Email from Katherine Atkinson, City of York Council – Noted.*

- 15.2 Others

15.2.1 *Request from Cllr Nicholls to support the Boundary Commission proposal that York Outer and York Central remain the same as parliamentary constituencies – It was agreed that the Parish Council will support the Boundary Commission's proposal to retain York Outer and York Central. Cllr Nicholls offered to respond on behalf of Bishopthorpe Parish Council. **Action Cllr. Nicholls***

15.2.2 *Planning and Compulsory Purchase Act 2004 and The Town and Country Planning (Local Planning) (England) Regulations 2012 – Noted.*

15.2.3 *Outcome of Local Government Reorganisation in York and North Yorkshire – Noted.*

21/134

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 July.

21/135 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. Nicholls reported that the City Council has cleaned only two benches in the village but others remain in a poor state. Cllr. Nicholls will contact the City Council again to ask them to clean all the benches in the village.
- A Community Festival Group is planning a street party on the 19th September on Main Street to bring the Bishopthorpe residents together in celebration post-pandemic. It is also hoped to incorporate the Phil Curtis 'Fun Day' and a tribute to Gordon Watkins within this event.
- An email has been received from June Whittaker regarding the distribution of heart defibrators in the village. At the moment there is only one – on the outer wall of the Scout Hut on Copmanthorpe Road – but there is now a requirement to hold more to cover the radius of the village more easily. Cllr. Harrison to investigate and liaise with Mrs Whittaker.

21/136 18 **Date and time of next meeting – Tuesday, August 24th, 2021**

Meeting closed at 9.06 pm