

Minutes of the virtual meeting held at 7pm on Tuesday 22nd September 2020.

The Chairman opened the meeting at 7.00 pm.

Following the Government's coronavirus guidelines on meetings, the September meeting of Bishopthorpe Parish Council was conducted by virtual media over Zoom. One member of the public joined the meeting and asked to remain anonymous.

The member of the public declined to have their name published in the minutes. He stated that he understood that Little Green Rascals Nursery intend to close their after-school club at the end of the year and he asked the Parish Council if they have a legal obligation in their contract to continue the provision. He stated that both he and his wife are professionals who rely on this Club to provide their child care. If the Club is to be closed, the anonymous member of the public asked the Parish Council to petition against this.

In reply Cllr. Harrison stated that Little Green Rascals Nursery is a commercial organisation that makes decisions based on profitability and the contract to operate in the Old School was made between Little Green Rascals Nursery and the Church Trustees. The Parish Council is not involved at any level and has no knowledge of details contained within the commercial contract. Cllr. Harrison explained that it is the responsibility of the anonymous member of the public to contact Little Green Rascals, the Church Trustees and the Infant and Junior Schools to determine what, if any, new provision will be provided in the New Year. In the first instance Cllr. Harrison suggested the anonymous member of the public should contact Cllr. Galvin who, it is believed, may be a Church Trustee.

The anonymous member of the public then expressed annoyance that his email (sent anonymously to the Parish Council prior to the meeting) was not replied to, stating that time could have been saved if he knew that the Parish Council had no involvement in the commercial contract granted to Little Green Rascals Nursery. In reply, the he was told that it is the policy of Bishopthorpe Parish Council not to reply to anonymous emails. This policy will remain in place going forward.

The member of the public left the zoom meeting platform at 7.28 pm.

The September Parish Council meeting commenced at 7.29pm: The Chairman asked the Councillors to raise their hand if they wished to comment or raise a question and stated that voting on Agenda items would be conducted by a show of hands.

Council Members Present:

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

20/138 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.

20/139 2 **Apologies for absence.**

Cllr. Grabowski and Cllr Mrs Thornton

20/140 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 Nicholls Item 17.*

20/141 4 **Minutes of Meeting 25th August 2020**

Acceptance of the minutes was proposed by Cllr. Mrs Conley and seconded by Cllr. Jemison. Carried unanimously by all who attended the meeting. The minutes will be signed by the Chairman at the next physical meeting.

20/142 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **12 McLagan Road.** *Two storey side and single rear extension. (No Objection – March 2020) – Revised plans* September 2020 - Two storey side extension, single storey rear extension and dormer to rear (revised scheme for 20/00426/FUL. **Objection.**

5.1.2 **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 (refer item 5.2.1)**

5.1.3 **Lyndhurst, 27 Sim Balk Lane.** Single storey rear extension, alterations to entrance on front elevation, dormer to rear, three rooflights and replacement windows throughout. 20/01580/FUL. **No objection**

5.1.4 **47 Keble Park South.** Extension and alterations to existing flat roofed two storey side projection to extend this forward and put a pitched roof over the flat roof, single storey front extensions and 2.2m high wall to link house to the existing garage. 20/01680/FUL. **No objection**

5.1.5 **22 Myrtle Avenue.** Two storey side and single storey rear extensions following demolition of garage. 20/1599/FUL. **No objection**

5.1.6 **The Orchard, 21 Main Street.** Erection of detached open garage. 20/01712/FUL. **No objection**

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

5.2.1 **York Marine Services, Ferry Lane.** Raising of timber platform, erection of timber building following demolition of shed and erection of pergola (retrospective. 20/00650/FUL. (**Objection**). Application withdrawn

5.2.2 **Meadow Court, Middlethorpe.** Fell one Laburnum and Conifer; crown lift various trees in the Tree Conservation Area. 20/01114/Tree Conservation Area. (**No Objection**). Approved

5.2.3 **80 Acaster Lane.** Two storey side extension. 20/00967/FUL. (**No Objection**). Approved

5.2.4 **43 Copmanthorpe Lane.** Variation of condition 2 of permitted application 19/01783/FUL to allow amendments to front elevation, the addition of 4no. rooflights to the side and the replacement of the boundary wall with timber fencing. 20/01075/FUL. (**No Objection**). Approved

5.2.5 **8 Garbett Way.** Single storey rear extension. 20/01347/FUL. (**No Objection**) Approved

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters5.4.1 *Chantry Lane Flood Alleviation Scheme – Residents of Church Lane: objection to compound* – Nothing to report.

Under this heading Cllr. Harrison discussed the Neighbourhood Plan. Bishopthorpe Parish Council gave serious consideration to writing a formal Neighbourhood Plan in 2013; however, it was concluded that the cost and time to do this would be excessive and it was agreed that a letter would be sent to the City Council stating the following:

“Within the bounds of the York City Council Local Plan, we the Parish Council would like you to consider the following;

- *Protection of our playing field[s]*
- *Protection of our allotment spaces*
- *Protection of all green open space within village*
- *Protection of our agricultural land [green belt]*
- *Consider an empathetic building plan within the village envelope which should remain unchanged”*

It was agreed that Cllr. Harrison will again write to the City Council to re-emphasise these requests. **Action Cllr Harrison.**

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Services6.1 Village Hall Management Committee6.1.1 *Management Committee Report* – Allied Westminster Insurers have been advised that the hall is not yet opened and a log is being kept by the Caretaker of her daily visits, as requested under the terms of the insurance cover.6.1.2 *Caretaker’s Contract* – Nothing to report. Awaiting information from Cllr. Grabowski6.1.3 *Hall re-opening date* – Cllr Mrs Thornton and Cllr. Harrison have met with the Caretaker to discuss safely reopening the Village Hall under Covid 19 guidelines. All users have been contacted to determine rental demand for the rest of the year and once replies have been received, an opening date will be agreed.6.1.4 *Front wall repainting* – The Caretaker has been asked to contact Nick Jefferson Painters to organise a commencement date for repainting the front wall.6.1.5 *Wooden planters, seasonal flowers to replace herbs* – Cllr. Mrs Green is meeting with Brunswick Organic Nursery in the near future to discuss replanting the wooden planters with a selection of seasonal flowers. **Action Cllr Mrs Green**6.1.6 *Aquacert Legionella testing* – The test kit will be passed to the Caretaker to test the hot water system before the hall is reopened. **Action Clerk.**

6.2 Sports and Leisure Management Committee

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

- Playgroup are using the Sports Pavilion but are ensuring they comply with Covid 19 guidelines.
- The football clubs have restarted playing but are not using the showers. A risk assessment log is completed for every session with copies sent to the Parish Council. Toilets are sanitised by the user before, during and after each session.

6.2.2 *Aquacert Legionella testing* – The test kit will be passed to Cllr Nicholls to test the shower system before they are used. **Action Clerk.**

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.3.2 *2020/21 National Salary Awards* – In line with recommendations made by NALC, Cllr. Harrison proposed increasing the Clerk's Salary by 2.8% (backdated to 1/4/20). This was seconded by Cllr. Mrs Green and agreed unanimously.

The new salary paid to the Clerk will be £8,400 p/a (£700 p/m)

The Clerk was very grateful for the increase in salary and thanked the Councillors.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Cllr. Jemison proposed that the tiny portion of land owned by the Parish Council at the bottom of Ferry Lane should be offered to the new owner of Ferry Cottage in lieu of paying for the fence between his property and Bishopthorpe Orchard. (Price agreed for the fence, £1,900). The owner will be requested to pay legal costs.

This was seconded by Cllr. Harrison and agreed unanimously.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – Cllr. Mrs Gajewicz reported that there are unprecedented levels of litter in the park following the relaxation of lockdown. Although the Parish Council has posted notices around the park prohibiting the consumption of food and drink (re Covid 19 guidelines) it is clear from the litter left that this instruction is being ignored.

The inspection kit was passed to Cllr. Harrison for the month going forward.

6.5.2 *Damage to basket swing reported on bish.net* – It was agreed that the damaged swing will not be replaced until Spring 2021. Cllr. Jemison has approached Mike Dale Contractors to request a quote for replacing the small dividing wooden posts, of which several have rotted, with a substantial fence of similar height.

- 6.6 Allotments
- 6.6.1 *Monthly report* – Cllr. George reported that there are currently six non-villagers and eighteen villagers on the waiting list. It was agreed that the Parish Council will not seek to acquire a new allotment site until the pandemic has receded as it is expected that demand for an allotment will show a corresponding decline.
- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
- 6.7.1 *Monthly Report* – Cllr. Mrs Green reported that she is in the process of working out re-opening logistics with the Caretaker. The Stretch Group will not be rebooking space in the building. The Ukulele Group will be unable to meet until the pandemic is over as they do so with the choir (which are prohibited to meet under the Covid 19 rules). Unfortunately, it will probably be decided not to re-open Vernon House until the New Year.
- 6.7.2 *Aquacert Legionella Testing* - The test kit will be passed to Cllr. Mrs Green to test the hot water system before Vernon House is reopened. **Action Clerk.**
- 6.8 Web Page Management
- 6.8.1 *Monthly update* – The page is up to date.
- 6.8.2 *Dedicated Parish Council website* – Cllr. Mrs Conley continues to investigate the costs of a new website.
- 6.9 Bishopthorpe Library
- 6.9.1 *Monthly update* – The Library reopened on the 7th September for the first time since the March 2020 lockdown. The revised opening hours are as follows:
- Monday: 14:00 - 17:00*
Wednesday: 10:00 - 17:00
Thursday: 10:00 - 17:00
Friday: 14:00 - 17:00
Saturday: 10:00 - 13:00
- 6.10 Environmental and Sustainability
- 6.10.1 *Monthly Report* – Cllr. Mrs Conley reported the following items
- Environmental News September 2020
- York Environment Week will be 28 November – 6 December 2020
- York Environment Forum has asked for the April 20-21 subs to be paid at a cost of £10 p/a. The invoice was passed to the Clerk to be paid in the October meeting. **Action Clerk.**
- A quarter of our native mammals are at risk of extinction, including hedgehogs and field mice. According to a new conservation report, a quarter of Britain's native mammal species may disappear forever. Residents of the village are urged to leave out water and cat food for hedgehogs as they need to be at least 600g by November in order to survive hibernation.
- 6.10.2 *Environment Agency: Bishopthorpe Flood Alleviation Scheme* – Nothing to report.

6.10.3 *Email from York Community Energy – Invitation to ‘Introduction to the Green Homes Grant’ – Monday 21st September 7-8.30 pm on zoom – Cllr. Mrs Green attended this meeting on behalf of Bishopthorpe Parish Council.*

6.11 Community Emergency Planning

6.11.1 *Monthly update – Nothing to report.*

6.12 Bishopthorpe Orchard

6.12.1 *Committee Update – Cllr. Mrs Green reported that spring bulbs are to be planted this week in the Orchard.*

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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 | 199.00 |
| Monthly direct debit to E-On Village Hall Electricity | 59.27 |
| Monthly direct debit to E-On Village Hall Gas | 203.00 |
| The Renewable Energy Co. Vernon House Electricity | 52.02 |
| Total Amount paid | £513.29 |

7.1.2 **On-Line Banking payments**

Amounts paid

| | |
|------------------------------------------------------------------|--------|
| Clerk’s Salary | 681.00 |
| Clerk’s Expenses- (<i>£26.40 Replacement black cartridge</i>) | 26.40 |
| 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 |
| Carol Henk – Sports Pavilion cleaning | 120.00 |
| Carol Henk – Sports Pavilion cleaning expenses – replacement bin | 8.00 |
| Andrew Powell – Sensory Garden gate opening / closing daily | 84.00 |
| Yorkshire Plumbing Ltd – repairs to Sports Pavilion toilet | 62.40 |
| Three test kits from AquaCert Legionella testing | 164.82 |

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|-----------------------|-------------------|
| On-line payment total | £1,834.12 |
| Payment Total | £ 2,347.41 |

7.2 **Income Receipts**

None 0.00

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|---------------------|--------------|
| Income Total | £0.00 |
|---------------------|--------------|

Approval of financial transactions proposed by Cllr. Mrs Gajewicz and seconded by Cllr Nicholls. Carried Unanimously.

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School Governors

8.1 *Infants School* –Nothing to report.

- 8.2 *Junior School* – Nothing to report.
- 8.3 *Little Green Rascals Nursery* – update – Refer to opening comments of this meeting.
- 20/146 9 **Parish Council Young Person of the Year Award and Community Spirit Award**
9.1 *Committee Report* – Nothing to report.
- 20/147 10 **Pinfold**
10.1 *Committee Report* – Nothing to report.
- 20/148 11 **Sensory Garden**
11.1 *Committee Report* – Nothing to report.
- 11.2 *Mosaic repairs* – Cllr. Mrs Gajewicz reported that the repairs are ongoing.
- 20/149 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – Nothing to report. Cllr. Harrison asked Cllr. George to follow details published on the North Yorkshire Police website and report to the Parish Council meetings in future. **Action Cllr George**
- 20/150 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association* – Nothing to report.
13.2 *White Rose Updates* – Noted.
13.3 *City of York Council, Covid-19 updates* – Noted.
13.4 *Yorkshire Local Councils Association October branch meeting dates* – Noted.
13.5 *Training E-Bulletin – 4 September 2020* – Noted.
13.6 *NALC Statement – Town and Parish Councils and Parish Meetings and ‘The Rule of Six’* – Noted.
13.7 *Planning System, including Enforcement and Appeals Webinar Session with Andrew Towleron - Wednesday, 23 September 1.50pm for 2.00pm start* – Noted.
- 20/151 14 **Highway Matters**
14.1 Cllr. Mrs Conley commented that although the path leading from the village to the Crematorium is very narrow, to widen it – requesting land from the Palace – would incur the loss of many large established trees. It was agreed that nothing could be done about the width of this path and that any cyclists who complain about this should be encouraged to use the dedicated cycle path instead.
- 20/152 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 *Devolution and Unitarisation of Local Authority* – Noted.
- 15.2 Others
15.2.1 The Parish Council received an email from Phil Bixby regarding York Design Week. Mr Bixby explained that he was part of a team, working with Helen Graham, Associate Professor in In/Tangible Heritage at the University of Leeds, who undertook the previous projects [My Castle Gateway](#), [My York Central](#).
- Mr Bixby stated that a number of events are to be run during York Design Week (26th October – 1st November 2020) to look at “*deliberative systems in York’s interesting context of a connected city centre and surrounding villages. The project’s aim is to look at the process of building mutual understanding between people who live in rural and urban York, and to ask how do the biggest issues York faces look from the perspective of six of York’s villages? How can the*”

project use these conversations to think about designing deliberative systems that facilitate and link deep and informed conversations across York?"

A short, socially-distanced walk is to be arranged around the village on Sunday 25th October from 4-5.30pm. Cllr. George agreed to represent the Parish Council by participating in the walk. **Action Cllr George**

20/153 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 September.

20/154 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr Nicholls reported that a new bus shelter will be constructed on Montague Road; paid for jointly by the Parish Council, the Ward Committee and the City Council. (The Parish Council has committed to pay up to £1,200 to fund this.)

20/155 18 **Date and time of next meeting – Tuesday, October 20th 2020**

Meeting closed at 8.30 pm