

**Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 22<sup>nd</sup> March, 2022 at the Village Hall, Main Street, Bishopthorpe.**

*The Chairman opened the meeting at 7.00 pm.*

Five parishioners from Acaster Lane attended the meeting to discuss the on-going issue with First Bus. (This was first highlighted to the Parish Council in February 2022 and recorded in the minutes).

Speaking on behalf of the parishioners, Mrs Fawcett of Acaster Lane explained that there is a terminus for First Bus number 11 directly outside their properties. The first bus of the day arrives as early as 5.55 am and parks at the terminus for up to half an hour leaving its engine running and air brakes operating; the noise this causes affects a great number of residents in the vicinity. This continues periodically throughout the day. The drivers have been approached directly by the residents asking them to turn off their engines but have been met with abuse and no co-operation. As a result, the residents contacted the First Bus Company, Julian Sturdy MP and Cllr. Galvin to ask for help. Their complaints have met with no response from First Bus leaving the parishioners considering legal action against the company. Last month the Parish Council were asked by the parishioners to contact First Bus on their behalf.

Cllr Harrison reported that both he and Cllr Nicholls independently tried to contact First Bus both by email and phone—again with no response. To try to alleviate matters in the short term, the Parish Council has purchased a sign that will be attached to the bus stop pole requesting drivers to be considerate and turn off their engines when at the terminus. A longer-term solution is sought but needs the co-operation of First Bus. The Parish Council will try again to elicit a response from the Company and will invite them to attend a Parish Council meeting. The residents also stated that they would like the terminus moving elsewhere in the village but a specific location could not be agreed.

To conclude the discussion, Cllr Harrison agreed to invite a representative from First Bus to attend a Parish Council meeting to discuss the issue with the affected parishioners. In addition, the City Council will be contacted to ask why they approved the Acaster Lane stop as a bus terminus. **Action Cllr Harrison**

*All five residents left the meeting at 7.14 pm*

*The March Parish Council meeting commenced at 7.15 pm*

**Council Members Present:**

Cllr. Harrison (Chairman), Cllr Jemison, Cllr. Green, Cllr. George, Cllr. Thornton (*until 8.10 pm*), Cllr Nicholls, Cllr Astbury and Cllr Hunt.

22/37      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.*

22/38 2 **Apologies for absence.**

Cllr Gajewicz and Cllr Conley

Cllr Harrison welcomed two new Parish Councillors: Cllr Hunt and Cllr Astbury.

22/39 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 Harrison declared an interest in item 5.1.4

22/40 4 **Minutes of Meeting, 22<sup>nd</sup> February, 2022**

Acceptance of the minutes was proposed by Cllr Jemison and seconded by Cllr Thornton. Carried unanimously by all who attended the meeting.

The minutes were signed by the Chairman.

22/41 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **1a Main Street.** Work to one Himalayan Cedar tree – reduce height by up to two metres; crown thin by 20%, lateral prune eastern canopy by up to two metres – tree works in Conservation Area. 22/00414/Tree Conservation Area. **No Objection**

5.1.2 **Manor Cottage, Middlethorpe** - exempt works to remove willow and prune conifers in a Conservation Area. **The Parish Council does not object** to this application although it was not given the formal right to respond.

5.1.3 **The Chase, Hardgraves Mews Church Lane** – Pollard one Eucalyptus tree to between two and five metres to maintain as a tall bush – tree works in a Conservation Area. 22/00519/Tree Conservation Area. **No Objection**

5.1.4 **Ebor Hotel, 46 Main Street.** Fell two Sycamore, two Conifer, one Cherry and one Hawthorne – tree works in a Conservation Area. 22/00572/Tree Conservation Area. **No Objection**

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

5.2.1 **12 Harcourt Close.** Side extension and porch to front. 22/00028FUL. **(No Objection)** Approved

5.2.2 **1 Acaster Lane.** Fell one Horse Chestnut tree protected by Tree Preservation Order 7/1980. 22/00327/Tree Conservation Area. **(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 – update** – A definitive decision from the Planning Inspectorate to record this footpath as a public right of way is awaited.

Now that the work by the Environment Agency is complete, Cllr Harrison commented that the footpath is currently open along the riverbank.

5.4.2 *Email from Caroline Osbourne, Planning Enforcement Officer, City Council - Bishopthorpe moorings, Ferry Lane, York* – The Parish Council was contacted by Caroline Osbourne, Planning Enforcement Officer from the City of York Council, who wrote to all land owners from the marina to the swing bridge. Ms Osbourne stated that:

*“...there has been a considerable amount of changes and additions along the river bank from the area after Bishopthorpe Marine to the field before the swing bridge, however there is no planning consent for these. Moreover, the riverbank area has also become very untidy with domestic items, derelict cars and assorted debris / items stored or discarded on the land, which is of great detriment to [the] area”*

The owners of the land (York Marine Services and the Feoffees) will be reminded by the City Council that each mooring has permission for mooring a boat, including tethering that boat to the land and a gangway. However, most items beyond this are subject to enforcement action and will need either planning permission or removal. Ms Osbourne noted clear breaches of planning across the area as a whole which includes:

- *“Change of use from a permitted boat mooring to storage, garden, residence, workshops, domestic site etc*
- *Untidy sites with unwanted items, un-roadworthy vehicles, debris, rubbish etc. in situ*
- *Operation development with erection of fencing / gates over 1m high, decking, sheds, stores, buildings etc”*

All owners who are responsible for the land have been contacted to discuss how the land can be restored to a scenic riverbank setting.

Ms Osbourne sent a further email to the Parish Council confirming that she found no issues on land owned by the Parish Council.

The Parish Council has been calling for the restoration of this riverbank for many years and will watch the outcome of this action by the City Council with interest.

**6.1 Village Hall Management Committee**

6.1.1 *Management Committee Report* – Cllr Thornton gave the following update:

- Internal decorators are due to begin work inside the hall shortly.
- Cllr Thornton is researching companies who will be able to polish the floor.
- The fridge door handle was repaired by Cllr George – Cllr Harrison thanked Cllr George for doing this.
- The Caretaker has contacted a company who will undertake repairs to the edges of the floor.
- New hiring agreements have been prepared by Cllr Thornton.
- External repairs will be considered in May.
- The new party-packs are proving very successful with hirers.

- A risk assessment has been undertaken by Cllr Thornton and the Caretaker. The document has been emailed to all Parish Councillors who were asked to approve / recommend changes in order that it can be accepted at the April Parish Council meeting. **Action All.**

**Bishopthorpe History Group:**

- It was agreed that the History Group will be allowed a key to the building on the understanding that they inform the Caretaker when they are in situ.
- Cllr Thornton asked the Parish Council to consider purchasing a new set of display boards for the History Group up to a cost of £1,000. This item will be carried forward for discussion at the April Parish Council meeting.
- The window in the Archive Room (used solely by Bishopthorpe History Group) is buckled and no longer opens. Repair work to this will be included in the external building review.

6.1.2 *Village Hall Trustee Dispensation to be re-signed to include Cllr Hunt and Cllr Astbury* – The dispensation was signed by all Parish Councillors present.

6.1.3 *Carbon Monoxide Alarm installation* – A new alarm has been installed in boiler room as recommended in the recent annual gas inspection report.

6.2 Sports and Leisure Management Committee

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

6.2.2 *Request from Junior Footballers to place a keypad/ box on the wall of the Sports Pavilion / Village Hall* – It was agreed that the Footballers will be allowed to put a key box on the **side** (brick) wall of the Village Hall. Cllr Nicholls will confirm permission to the Club.

6.2.3 *Internal alterations to building* – Cllr Nicholls reported that of the three building contractors contacted for quotes, one has not replied, one is due to attend site on Thursday 24<sup>th</sup> March and another has quoted but would be unable to start work until Autumn 2022 at the very earliest. (Employing a builder post-pandemic is problematic).

6.2.4 *Cricket scoreboard rebuild* – Cllr Nicholls is seeking quotes. It was suggested that the Parish Council may wish to consider a portable score box but this idea was rejected as it would not be in keeping with the overall ‘character’ of Bishopthorpe Cricket Club.

6.2.5 *The Queen’s Platinum Jubilee – planned celebrations in Bishopthorpe on Ferry Lane sports field / beacon lighting* – Cllr Thornton reported the following items:

- A beacon will be lit on Thursday 2<sup>nd</sup> June at 9.45 pm on Ferry Lane Sports Field. This will be the culmination of a day of celebration at this venue comprising of picnics and fun activities for children organised by the Parish Council. A temporary alcohol licence will be purchased from the City Council to allow sale of drinks from the Sports Pavilion on the day. The Community Choir will sing ‘songs through the decades’ to close events.
- The Ebor Players will run a live music event in the Village Hall on Friday 3<sup>rd</sup> June.
- Cllr Thornton made contact with parent groups at the infant and junior school but as yet there has been no indication that anyone is planning to organise a large-scale street party for the children of the village on Main Street

Cllr Harrison agreed to advertise the events in Link Magazine.

6.3 Finance Committee

6.3.1 *Committee Report* – In line with recommendations made by NALC, Cllr. Harrison proposed increasing the Clerk’s Salary by 1.75% (backdated to 1/4/21). This was seconded by Cllr Jemison and agreed unanimously.

The new salary paid to the Clerk will be £8,547 p/a (£712.25 p/m)

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

6.3.2 *Defibrillators* – The Parish Council will purchase three defibrillators, which will be installed at Vernon House, Middlethorpe Hall and Bishopthorpe Social Club. Contributions towards purchase costs are being made by Bishopthorpe Social Club and personal donations from a number of parishioners.

6.3.3 *Agree 2022/23 precepts* – The Parish Council approved the following precepts:

- White Rose Football Club £340
- Bishopthorpe Cricket Club £250
- BUFC £0
- Bishopthorpe Playgroup £1,300 (per quarter)
- York Marine Services £2,850

The Parish Council agreed to allow a £400 reduction in precept to Bishopthorpe Cricket Club as an offer of support to the Club.

It was also agreed that the Parish Council will not increase Village Hall and Vernon House hire fees in order to help support social activities in the village post-pandemic.

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 park inspection bag for the last month and will continue to undertake the inspection role for March to April. It was reported that tree roots have damaged the tarmac area at the end of the park so any games painted on the floor will have to take consideration of this.

*(Cllr Thornton left the meeting at 8.10pm)*

Cllr George reported that he deep-raked the bark cushion-fall under the equipment but asked if the Parish Council would consider replacing this with rubber matting and edging.

In response Cllr Harrison stated that a decision was taken at the time of installation in 2010 that the park would be constructed in wood. There are no plans to deviate from this vision. Mike Dale of Crombledale Contracting has been approached to source replacement edging and will also be asked to replace the missing sand pit wooden posts.

- 6.5.2 *Repairs to wooden boards and quote for replacement cushion-fall bark* – Cllr Jemison reported that he obtained a quote for good quality hardwood bark – from Ashfield Leisure – at £70 per cubic metre together with a quote to spread the bark at £200 (25 cubic meters of bark will be required). Cllr Harrison confirmed that the edging must be replaced first and then the Parish Council will order the bark.
- 6.5.3 *Painting floor markings for new games at the end of the park on the tarmac area – update* – Cllr Nicholls to meet with Infant School
- 6.6 Allotments
- 6.6.1 *Monthly report* – Cllr. George reported that twenty people are on the waiting list. One half plot has been re-let and another is currently vacant. Going forward Cllr George may look to offer quarter plots out to new tenants.
- 6.6.2 *Excess water usage at Appleton Road site* – Cllr George has taken meter readings at Appleton Road and will continue to monitor the situation.
- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
- 6.7.1 *Monthly Report* – Cllr Green reported that a new lock has been placed on the door of the former launderette. Cllr Green wished it to be noted that the Parish Council is very grateful to Barry Wilson from SHED who regularly maintains the grassed area around the building at his own cost.
- The rescheduled Grand Recycling Day will take place on Saturday April 2<sup>nd</sup> in the Village Hall. Cllr Green requested help from all Parish Councillors– especially towards the end of the event. The Junior School is not attending this year as the teacher is not available on that day. There will be no workshops at the event as these could not be rearranged from earlier in the year.
- 6.8 Web Site Management
- 6.8.1 *Monthly update* – The page is up to date.
- 6.9 Bishopthorpe Library
- 6.9.1 *Monthly update* – In an email received before the meeting Cllr Conley reported the following items:
- Lego Club** – The Club is a success with local children and sessions are fully booked.
- Monday 16<sup>th</sup> May at 7.30pm** – The postponed talk about Holgate Windmill will take place.
- News From Explore** – In celebration of the Queen’s Jubilee York Explore is hoping to run a craft workshop at the library on Monday 30<sup>th</sup> May, 2.30 to 4.30pm. This will form part of a wider craft project city-wide.
- 6.10 Environmental and Sustainability
- 6.10.1 *Monthly Report* – In an email received before the meeting Cllr Conley reported the following items:

**Carbon Co-op** are inviting people in the UK to take part in their ‘power shaper flex trial’. This new service aims to make more energy supplied by renewable sources. By allowing appliances to be turned on and off remotely money may be saved by moving electricity consumption to cheaper tariff times. To be eligible participants in the scheme must have the following:

- A reliable home internet connection
- Electrical appliances that can be controlled such as electric vehicle chargers, immersion water heaters, battery storage
- A smart meter.

To find out more and sign up, go to [PowerShaper Flex](#)

**Eco Homes Café** – An informal meeting is to be held on Thursday May 5th, 7.30 – 9pm at Spark York to discuss retrofitting a home with people at York Open Eco Homes who have already gone through the process. Ideas, questions and experiences can be discussed at this joint venture between York Community Energy and St Nicks.

Special Offers on **RSPB Nature Reserves** 19th to 27th March 2022 – there are special offers such as free entry, free parking and free guided walks available to anyone with a National Lottery ticket or scratch card during these dates.

6.10.2 *Potential purchase of telephone kiosk on Main Street* – Cllr George reported that this is not for sale.

6.10.3 *Sustrans Route – Installation of a bench on the solar planet way, email from Lee Thomson* – Sustrans has informed the Parish Council that they intend to install a portrait bench on the cycle path between Appleton Court and Keble Park North in celebration of the Queen’s Jubilee.

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**

Monthly direct debit to E-On Sports Pavilion Electricity (due 28/3)	432.00
Monthly direct debit to E-On Village Hall Electricity	354.15
Monthly direct debit to E-On Village Hall Gas (due 28/3)	344.00
The Renewable Energy Co. Vernon House Electricity	33.30
PlusNet – Village Hall Wi-Fi connection monthly charge (paid 3/3)	26.40
PlusNet – Vernon House Wi-Fi connection, monthly charge (paid 3/3)	26.40

<b>Total Amount paid</b>	<b>£1,216.25</b>
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7.1.2 **On-Line Banking payments**

**Amounts paid**

Clerk’s Salary	700.00
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Clerk's Expenses- (Files for accounts / minutes 2022/23 £17.81, A5 value copy paper – 5 reams £20.12)	37.93
Fireangel Carbon Monoxide Alarm for Village Hall	22.99
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses (bakeware set £2.99, Kitchen supplies £5.75)	35.74
C Julie Bradley - Vernon House Caretaker	250.00
C Julie Bradley - Vernon House Caretaker expenses	0.00
C Henk – Sports Pavilion cleaning	120.00
C Henk – Sports Pavilion cleaning expenses	0.00
A Powell – Sensory Garden gate daily opening / locking	84.00
York Wi-Fi Solutions – monthly support and maintenance package	24.00
Dennis King Electrical Ltd – Replace two lights in Sports Pavilion toilets	94.93
Payment to clerk - to supply deeds to York Marine Services - Feb 2021	50.00
R Clark – Locking / unlocking Play Area gate, 17/10/21 to 19/3/22	462.00
Cllr George – replacement of Tiny Tots doorbell	10.00
Dennis King Electrical Ltd – replace two lights in Sports Pavilion toilet	90.00
On-line payment total	<b>£2,419.09</b>
<b>Payment Total</b>	<b>£3,635.34</b>

7.2

**Income Receipts**

***Village Hall rental income:***

15/2 Sarah Day, party hire	55.00
16/2 S Allen, Black Cats Pilates	25.00
16/2 Victoria Bloom	55.00
18/2 Sue Coates, Slimming World	50.00
21/2 Legg Hayley, Reenie 19/2	50.00
23/2 S Allen, Black Cats Pilates	25.00
24/2 Kassia Scott, Zumba Village Hall hire	136.00
25/2 Sue Coates, Slimming World	50.00
2/3 Nicola Macleod	100.00
2/3 S Allen, Black Cats Pilates	25.00
3/3 W Allison, Wednesday Badminton	24.00
4/3 Sue Coates, Slimming World	50.00
9/3 S Allen, Black Cats Pilates	25.00
11/3 Sue Coates, Slimming World	50.00
28/2 National Westminster Interest	0.60
2/3 Ramsdens Solicitors – York Marine Services purchase of car park	20,000.00
11/3 Vernon House income	300.00
11/3 Kassia Scott, Zumba Village Hall hire	136.00
<b>Income Total</b>	<b>£21,156.60</b>

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

**School Governors**

8.1 *Infants School* – Cllr Nicholls offered to take over this role.



- 8.2 *Junior School* – Deputising Headteacher, Sally Sutton, is to retire in Summer 2022. A new Head Teacher, with joint responsibility for both the Infant and Junior Schools, will be appointed.
- 22/45 9 **Young Person of the Year Award and the Gordon Watkins Community Award**  
9.1 *Committee Report* – Nothing to report
- 22/46 10 **Pinfold**  
10.1 *Committee Report* – Nothing to report.
- 22/47 11 **Sensory Garden**  
11.1 *Committee Report* – Nothing to report.  
11.2 *Mosaic repairs* – Nothing to report.
- 22/48 12 **Police Liaison**  
12.1 *North Yorkshire Police Force* – Cllr George reported that there were seven incidents in January; two of which were anti-social and three violence.
- 22/49 13 **Local Council Association**  
13.1 *Yorkshire Local Councils Association* – Cllr. Harrison reported that the annual Yorkshire Local Councils Association conference will be held on 25<sup>th</sup> March.  
13.2 *White Rose updates* – Training programmes may be of interest to the new councillors.  
13.3 *NALC Legal Briefing LO1-22: Code of recommended practice on Local Authority Publicity (England) Publicity during the pre-election period* – Noted.  
13.4 *Ukraine and Local Councils* – Noted.  
13.5 *Smaller Councils Committee letter to smaller councils* – A letter has been sent to all smaller councils, those with an electorate of 6,000 and under, asking what issues of relevance to smaller councils they would like this committee to address and what services they would like NALC to provide.  
13.6 *NALC Briefing -Ukraine* – Noted.  
13.7 *Writing Grant Applications and Sourcing Local Council Funding Opportunities - Mike Deegan Consultancy Webinar Training Session* – Tuesday, 29 March 2022, 10.00am to 12.00 noon – Noted.
- 22/50 14 **Highway Matters**  
14.1 *Annual Review of Traffic Regulation Order Requests* – The Parish Council has been advised that the following decisions have been made by the City Council:  
B2 – Location Copmanthorpe Lane – No further action at this location.  
B3 – Location Acaster Lane and Main Street junction – A lesser restriction of 15m of double yellow lines is recommended. In the opinion of the City Council the bus clearway box will be sufficient to keep any required access clear.  
B4 – Location The Courtyard – No further action at this location.  
B5 – Location Canon’s Court – Implement as advertised  
14.2 *Acaster Lane Bus Terminal* – refer to the beginning of the meeting.

- 22/51 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 None
- 22/52 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 March.
- 22/53 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr Green reported that she objected in a personal capacity to the planning application submitted by Leeds Bradford Airport to expand their runways. The application has been withdrawn.
  - Cllr Hunt questioned if a sign, erected on the fence at the top of Ferry Lane, had a right to be there. It was agreed that this had been placed on the fence owned by the Parish Council, with no permission requested by a local builder. Cllr Hunt agreed to remove it.
- 22/54 18 **Date and time of next meeting – Tuesday, 26<sup>th</sup> April, 2022 at 7pm at the Village Hall – this meeting will include the Annual Parish Meeting.**

Meeting closed at 8.37 pm