

Minutes of the Parish Council meeting held at 7pm on Tuesday 26th April 2022 at the Village Hall, Main Street, Bishopthorpe.

The Chairman opened the meeting at 7.16 pm.

Council Members Present:

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

22/55 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.

22/56 2 **Apologies for absence.**

None

22/57 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 made.*

22/58 4 **Minutes of Meeting, 22nd March 2022**

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

22/59 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Ousethorpe Cottage, 13 Main Street.** Fell one Ash tree, one Laburnum and a group of three Leyland Cypress; prune one Willow – tree works in a Conservation Area. 22/00608/Tree Conservation Area. **No Objection**

5.1.2 **52 Lang Road.** Single storey side and rear extension following demolition of garage. 22/00705/FUL. **No Objection**

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

5.2.1 **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 a Conservation Area. 22/00414/Tree Conservation Area. (No Objection)
Approved

- 5.2.2 **Heimdal, 9 Sim Balk Lane.** Two storey side and rear extension and single storey rear extension. 21/01658/FUL. (No Objection) **Approved**
- 5.2.3 **The White House, Chantry Lane.** Reduce long lateral branches on eastern half of one Sycamore tree by approximately four metres, crown thinning by 20% - protected by Tree Preservation Order 8/1983. 22/00274/Tree Preservation Order. (No Objection) **Approved**
- 5.2.4 **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) – **Approved**
- 5.2.5 **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) **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 – An appeal has been made to the Planning Inspectorate and a decision is pending.*
- 5.4.2 *Email from Caroline Osbourne, Planning Enforcement Officer, City Council - Bishopthorpe moorings, Ferry Lane, York – Following a conversation with Ms Osbourne Cllr. Harrison confirmed that no issues were found on land owned by the Parish Council.*

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Services

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report* – Cllr Thornton reported the following points:
- The internal decoration of the hall was completed, to a high standard, last week.
 - Quotes to polish / reseal the main hall room floor are to be obtained by Cllr. Thornton.
 - Cllr. Thornton asked if the Village Hall Management Committee should recommence face to face meetings. During the pandemic contact between user groups and the Management Committee was maintained with the issue of a regular email newsletter. It was agreed that this practice may continue in to the future.
- 6.1.2 *Risk Assessment Document:* Cllr Thornton explained that a number of items contained in the report should be classed as high / medium risk. For the sake of future reference these are listed as follows:
- High Risk – The car park is not gritted by the Parish Council and is classed as a high risk in icy weather. Additionally, it was agreed that the steps and slope leading up to the main entrance could be classed as a high risk as they are prone to algae and become slimy when wet. Cllr. Harrison

suggested that the caretaker should treat the steps with an algae remover and that a permanent notice should be displayed in the car park to highlight that it is not gritted.

- High Risk– The set of moveable wooden steps leading up to the stage are dangerous to descend. It was agreed that the steps will be permanently removed and destroyed. Cllr. Hunt offered to undertake this task.
- High Risk– Cllr. Thornton queried whether a ‘working alone’ insurance policy is needed for the building. Cllr. Harrison replied that this may not be necessary as the History Group has agreed to text the caretaker when they are using the building to let her know their starting and finishing times if working alone in the hall. Cllr. Thornton will formalise this practice so that this becomes a lone-worker policy.
- Medium Risk – The internal rear stairs at the back of the building are a trip hazard as they are very steep. A sign will be placed on the wall to highlight the potential hazard to users.

Cllr Harrison asked for the under-stage area to be included in the document and it was agreed that it will be classed as a medium risk item.

Cllr. Thornton reported that socket covers are needed throughout the building. These are frequently ‘removed’ by users of the hall and an on-going supply of them will be required.

- 6.1.3 *Village Hall Trustee Dispensation to be signed by Cllr. Gajewicz and Cllr. Conley*
- The document was signed and returned to the Clerk.

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr Nicholls gave the following update:

- The boiler broke recently and blew the electrical circuit in the building. Both were repaired but it is feared that the boiler may need a complete upgrade when the building is refurbished.
- Cllr. Nicholls reported that all user groups are happy and working together harmoniously.

- 6.2.2 *Internal alterations to building* – Three refurbishment quotes have been requested from various builders. Poor response levels have resulted in only one quote being put to the Parish Council: a price of approximately £13/14k to undertake the work in the summer.

- 6.2.3 *Cricket scoreboard rebuild* – A suitable building company has been found and a quote is pending.

- 6.2.4 *The Queen’s Jubilee event to be held on Ferry Lane Sport field* – The Parish Council is organising an event to be held on Ferry Lane Sports field to celebrate the Queen’s Jubilee on the evening of Thursday June 2nd.

It is envisaged that the event will begin in the afternoon by inviting families to bring a picnic to the sports field. The Parish Council will look to provide a bouncy castle and will organise fun races (such as egg and spoon races) for children.

Adults will be invited to purchase alcohol from the Sports Pavilion (a licence will be applied for from the City Council to allow this). Bishopthorpe Scouts have offered to provide a barbeque (the proceeds of which will be kept by the group to assist with their fundraising). Cllr. Thornton reported that there will be a large tent area to provide both a focal point and (limited) shelter in the event of inclement weather. At some point in the evening the beacon will be lit to join in with the nation-wide celebration. To conclude the celebration on the sports field, the Community Choir will perform 'Hits from the Decades'.

To compliment the event on Ferry Lane the Parish Council is also organising a Jubilee Trail around Bishopthorpe. The trail will start at the Village Hall and finish at the Sports Pavilion incorporating seven different Parish Council owned features in the village. At each one there will be a QR scan code displayed. When scanned by a smart phone information will be relayed to the user by means of augmented reality and will give information about one specific decade of the Queen's reign and additional information about the location where the QR code is displayed.

Over the coming weeks the event will be advertised by the Parish Council to the village by various different means. Cllr. Harrison reported that as part of the package to purchase the QR codes there is an A5 advertising leaflet supplied.

Cllr. Nicholls suggested that the Parish Council may wish to investigate renting a bouncy assault course (that can be used by adults as well as children) instead of, or as well as, a bouncy castle. The cost of this is expected to be up to £800. Cllr. Thornton proposed spending up to £800 to rent a bouncy assault course / castle. This was seconded by Cllr. Nicholls and agreed unanimously. (It was agreed that users will be charged £1 a go on the assault course). Cllr. Harrison cautioned that the provider must have the relevant insurance and liability insurance in place before agreeing to the rental agreement. Cllr. Thornton will ensure that this is confirmed.

Finally, it was agreed that Cllr. George may go ahead with the purchase of a 19kg gas bottle to fire the beacon at a cost of £150.

6.3 Finance Committee

- 6.3.1 *Committee Report* – The Clerk has completed the annual audit and draft accounts have been produced (and were presented at the Annual Meeting earlier in the evening). The job of producing the accounts expands yearly and as a token of appreciation to the Clerk, Cllr. Harrison proposed a one-off payment of £250. This was seconded by Cllr. Green and agreed unanimously. The clerk was asked to include this item on the May Agenda. **Action Clerk.**
- 6.3.2 *Purchase of a set of display boards for Bishopthorpe History Group* - Cllr Thornton proposed the purchase of a new set of display boards for Bishopthorpe History Group at a cost of £414.56 (net). This was seconded by Cllr Harrison and agreed unanimously
- 6.3.3 *HMRC year-end* – Various year-end reports have been submitted to HMRC, as legally required, by the Clerk.
- 6.3.4 *Annual audit by Littlejohn* – The External Auditor confirmed that the default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is **Friday 1 July 2022**. The Clerk has completed the audit and the files have been passed to the Internal Auditor for scrutiny.

- 6.3.5 *Purchase of defibrillator(s)* – The Parish Council has been in touch with the Social Club, Middlethorpe Hall and several individual sponsors to fund and instal three more defibrillators in the parish – one each at the Social Club, Vernon House and Middlethorpe Hall. Along with the one already on the Scout Hut on Copmanthorpe Lane the four defibrillators will provide maximum coverage for the whole of Bishopthorpe and Middlethorpe villages.

It was agreed that the colour preference for the new units is yellow.

6.4 Field 84, Riverside and Footpaths Working Party

- 6.4.1 *Update* – Cllr. Jemison asked the Clerk to write to York Marine Services drawing their attention to the conditions contained in the lease of Field 84: namely that there should be four fishing platforms built and maintained on this land. Currently there are no spaces between the existing platforms. **Action Clerk**

- 6.4.2 *Email from Mr Leadley regarding a colony of Yellow Star of Bethlehem flowers in Field 84* – It was agreed that the flowers have not been covered by dumped waste material but by debris from a recent flood. **Action Clerk** - reply to Mr Leadley

6.5 Youth Support and Children's Recreation

- 6.5.1 *Monthly Park inspection update* – Cllr George reported that the Easter break was a bad week for litter in the park. There has been some low-level vandalism – a number of surround logs from the sandpit are missing. Mike Dale of Crombledale Contracting has been contacted to provide quotes for their replacement.

Cllr Hunt will take the inspection kit for the next month.

- 6.5.2 *Painting floor markings for new games at the end of the park on the tarmac area* – Cllr Nicholls will investigate this.

- 6.5.3 *Repairs to wooden boards and replacement bark* – Cllr Jemison reported that a quote from Mike Dale of Crombledale Contracting for replacing the surrounding boards and replacing the sand is £816.

Hardwood bark replacement will cost £2,800 and includes VAT, delivery and laying of the bark.

6.6 Allotments

- 6.6.1 *Monthly report* – Cllr. George reported that one plot at Appleton Road has been re-let and both sites are now at full capacity.

There are nineteen people on the waiting list, seven of whom have specifically requested a plot at Acaster Lane.

Reporting on the issue of water usage on the Appleton Road site Cllr. George stated that there is no leak but the situation will be monitored over the coming months. Yorkshire Water has been notified that there may be a problem with the meter at the Acaster Lane site.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

- 6.7.1 *Monthly Report* – Cllr Green reported that there will be an AGM for Vernon House on Thursday 28th April. All user groups have been invited to supper prior to the

meeting at 6pm as a thank you for supporting the building. The AGM will commence at 6.45pm.

6.8 Web Site Management

6.8.1 *Monthly update* – Cllr. Conley confirmed that the website conforms to accessibility requirements.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Cllr Conley reported that extra sessions ran during Easter holidays and were well attended.

6.10 Environmental and Sustainability

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

Bird news

- Sunday 1st May is International Dawn Chorus Day and people are encouraged to get up early to listen to this wonder of nature.
- The puffins are back at RSPB Bempton Cliffs and the black-browed albatross (from the Antarctic) have been spotted again.
- York's Canada geese have started producing little goslings. These can be seen around Clifford's Tower and the along the riverside.

St Nicks were saddened to report that fifty trees have been stolen from Millennium Field recently. The trees had only been planted the week before and whoever took them carefully replaced the supports and guards to try and disguise the theft.

The general public are invited to sign up to their new 'Grow at Home' course starting on the 5th May at St Nicks. This course will be based on the ideas of Ruskin and will include nature journaling, art and writing. For more information, please email

Solar panels news

The Chancellor's spring budget statement abolished VAT on some energy-saving materials and solar panels making them more affordable to install.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Nothing to report.

6.12 Bishopthorpe Orchard

6.12.1 *Committee Update* – Cllr. Green reported that the grass has been cut to allow a natural path through the orchard. People are encouraged to participate in 'No Mow May' to allow wild flowers to flourish and feed pollinators.

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Financial Transactions

7.1	<u>Payments to approve</u>		
7.1.1	Cheque / Direct Debit payments		
	Amounts paid		
	Monthly direct debit to E-On Sports Pavilion Electricity (due 28/4)		432.00
	Monthly direct debit to E-On Village Hall Electricity (due 20/4)		302.01
	Monthly direct debit to E-On Village Hall Gas (due 28/4)		344.00
	The Renewable Energy Co. Vernon House Electricity (due 20/4)		34.78
	Savills – Rent for allotments Acaster Lane		72.50
	Savills – Rent for Cricket Field, Ferry Lane		150.00
	Total Amount paid		£1,335.29
7.1.2	On-Line Banking payments		
	Amounts paid		
	Clerk’s Salary		712.25
	Clerk’s Salary – backdated pay to 1/4/21		147.00
	Clerk’s Expenses- Black ink cartridge		29.90
	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		4.53
	A Powell – Sensory Garden gate daily opening / locking		105.00
	York Wi-Fi Solutions – monthly charge for support and maintenance		24.00
	York Environment Forum – Annual subscription		10.00
	Campaign to Protect Rural England – Annual subscription		36.00
	City of York Council rates – Vernon House		661.17
	City of York Council rates – Village Hall		276.48
	City of York Council rates – Sports Pavilion		1297.40
	Hunt, Catch, Kill – Mole control		105.00
	Safety Signs for Less – bus stop ‘No Idling’ Sign		25.56
	Yorkshire Local Councils Association - annual membership fee		776.00
	High Street Safari – Jubilee Beacon Trail		499.00
	Cllr Thornton – New clock and batteries for Village Hall		21.20
	Quarterly BT internet connection fee – clerk’s computer		69.98
	Sports Turf Services (York) Ltd – grass cuts to sports field		78.00
	Cllr Harrison – Ink cartridges and A4 white paper		50.95
	City of York Council waste disposal – Village Hall		60.56
	City of York Council waste disposal – Sports Pavilion		63.40
	Ainsty Internal drainage – annual rate		1.50
	BHIB – Local Council Insurance – annual premium		2740.15
	Ajay York Ltd – Internal decoration of the Village Hall		5160.00
	Dennis King Electrical – Sports Pavilion repairs to corridor / changing rooms lights		69.30
	RVT Landlord Services – repairs to Village Hall heating system		220.00
	On-line payment total		14,081.83
	Payment Total		£15,417.12

7.2	Income Receipts		
	<i>Village Hall rental income:</i>		
	16/3 Sue Coates, Slimming World	25.00	
	18/3 Sue Coates, Slimming World	50.00	
	21/3 McLean HL, party booking 24/4	55.00	
	24/3 Ramegowda, 23/4	70.00	
	25/3 Sue Coates, Slimming World	50.00	
	30/3 S Allen, Black Cats Pilates	25.00	
	30/3 Paton Action Clerk. party booking 14/5	55.00	
	31/3 W Allison, Wednesday Badminton	24.00	
	31/3 N Macleod	125.00	
	1 /4 Sue Coates, Slimming World	50.00	
	8/4 Sue Coates, Slimming World	50.00	
	11/4 S Lyon, party 25/6	80.00	
	11/4 Let's Dance	250.00	
	11/4 K Johnson, party	55.00	
	11/4 Inner Wheel Club of York Ainsty	90.00	
	13/4 S Allen, Black Cats Pilates	25.00	
	<i>Other Income:</i>		
	17/3 M Booth, Allotment	7.00	
	17/3 J Davis, Allotment	9.00	
	31/3 City of York Council, Double Taxation payment	9,008.87	
	11/4 White Rose FC – annual precept	340.00	
	11/4 K Ford, Appleton Road allotment, AP45b	7.00	
	12/4 Vernon House, monthly rents	330.50	
			£10,781.37

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

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| 22/62 | 8 | School Governors | |
| | 8.1 | <i>Infants School</i> – Nothing to report | |
| | 8.2 | <i>Junior School</i> – Nothing to report | |
| 22/63 | 9 | Young Person of the Year Award and the Gordon Watkins Community Award | |
| | 9.1 | <i>Committee Report</i> – Nothing to report | |
| 22/64 | 10 | Pinfold | |
| | 10.1 | <i>Committee Report</i> – Nothing to report | |
| 22/65 | 11 | Sensory Garden | |
| | 11.1 | <i>Committee Report</i> – Bishopthorpe Organic Nursery has tidied the garden and painted the bench. Cllr Gajewicz agreed to contact them to tidy up and plant around the fountain area and planters. | |
| | 11.2 | <i>Mosaic repairs</i> – Cllr Gajewicz to look at alternatives to mosaic and investigate the practicalities of lifting it to put create a feature of it on the library wall. | |

- 22/66 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – Cllr. George reported that there have been seven incidents in February: four of which were violence and one anti-social.
- 22/67 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association* – Cllr. Harrison attended the recent meeting of Yorkshire Local Councils Association on April 22nd. Yorkshire Local Councils Association are actively looking to support smaller councils, such as Bishopthorpe, and have requested comments and suggestions to be put forward for consideration. Cllr. Harrison has requested that the comments on planning applications from smaller councils should be given a greater importance than those from one individual.
13.2 *White Rose updates* – Noted
13.3 *Resilience and Community Emergency Planning, Simon Wright, Senior Resilience and Emergencies Officer, North Yorkshire County Council Webinar Session – Wednesday, 13 April 2.00pm to 3.00pm* – Noted
13.4 *YLCA Training Programme June/July 2022* – Noted
- 22/68 14 **Highway Matters**
14.1 *Sustrans - We're Improving accessibility on National Cycle Network route 65 in York (Sim Balk Lane - Solar System Way)* – Noted
- 22/69 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 *First Bus Terminus on Acaster Lane* – Following on from the report in the March minutes that First Buses are causing a noise disturbance to local residents on Acaster Lane, Cllr. Harrison reported that he has tried repeatedly to contact the company with no success. To mitigate the issue in the short-term Cllr. Nicholls has attached a 'No Idling' sign to the bus stop and reported that the drivers appear to be turning off their engines as requested. However, a long-term solution will require the co-operation of the bus company and may involve the City Council. Cllr. Harrison and Cllr. Nicholls will continue to chase a response from both.

Cllr. Harrison read an email from Ian Hodgson regarding the absence of a Sunday bus service in the village. It is understood that only Bishopthorpe and Woodthorpe do not have this type of service in York. Previously a trial Sunday service was run in the village but the buses were unused leading the provider to conclude that it is not needed.
15.2 Others
15.2.1 None
- 22/70 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 April.
- 22/71 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
• None
- 22/72 18 **Date and time of next meeting – Tuesday, 24th May, 2022 at 7pm at the Village Hall.**