

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 27th September, 2022 at the Village Hall, Main Street, Bishopthorpe.

The Chairman opened the meeting at 7.00 pm.

Three members of the public attended the meeting:

Mr Peter Mandy and Mr Kevin Linfoot attended the meeting representing York Marine Services. Mr Mandy explained that York Marine Services would like to create a new marina in Bishopthorpe, similar in design to the one at Naburn. Mr Linfoot confirmed that before approaching the Parish Council this evening the City Council, the Environment Agency and a Marine Engineer have all been consulted and all view the proposal favourably. To move the project forward to development stage, York Marine Services wish for full support from both the Parish Council and the people of Bishopthorpe.

It was confirmed that up to thirty full-time permanent jobs will be created in the new marina with the hope that these will be filled by local people. Mr Linfoot explained that the needs of local residents would be taken in to account by proposing the following:

- i.* The complex would divert traffic away from using Ferry Lane with new access created along the moorings path by the side of Acaster Lane allotments.
- ii.* A field, currently owned by Mr Linfoot, would be opened up for dog walkers and residents to use, without restriction.
- iii.* The Public Right of Way would allow residents to walk along the riverside by the new marina.
- iv.* Land would be made available for use by Bishopthorpe guides and scouts to camp in.
- v.* Bishopthorpe Tennis Club and Bishopthorpe Bowls Club would be offered space by the side of the clubs to create a car park for their exclusive use: which in turn would remove the parked traffic on Acaster Lane.
- vi.* No users would be allowed to live on their mooring, it would be for recreation purposes only.

Cllr. Harrison asked how the new development would impact on the floodplain. In response Mr Linfoot explained that a Marine Engineer has been consulted and confirmed that by digging deeper into the river bed the floodplain would be expanded. A 'sink-area' would be created on the opposite bank – details of which have been passed to the Environment Agency for approval. Addressing Cllr. Green's question regarding the drainage ditch, Mr Linfoot confirmed that there will be no change to how it currently drains i.e., directly into the river. Cllr. George asked if there was scope to extend Acaster Lane allotments. Mr Linfoot said that this could be possible.

Maps of the proposed plans were passed to the Councillors for consideration. Mr Mandy and Mr Linfoot asked the Parish Council to study their plans over the next month and then they will return to answer any questions and seek support. The plans will then be communicated to the village by York Marine Services. It was suggested that the Community Facebook page and Link Magazine would be good forms of media to use to communicate the message to residents.

Cllr. Harrison thanked Mr Mandy and Mr Linfoot for attending the meeting and confirmed that the Parish Council will carefully consider their proposal.

Mr Mandy and Mr Linfoot left the meeting at 7.15pm

June Whittaker of Keble Park North attended the meeting to thank the Parish Council for free use of the Village Hall on Saturday 29th October on which date villagers will have access to defibrillator training between the hours of 10am to 1pm.

Mrs Whittaker left the meeting at 7.16 pm

At this point a brief discussion was held regarding the proposal put forward by York Marine Services. It was agreed that local amenities in Naburn are not put under pressure by the Naburn Marina and therefore the same experience should be expected in Bishopthorpe. Furthermore, it was agreed that Bishopthorpe would be suitable for this type of

development on a socioeconomic basis. Local businesses may benefit and in conclusion it was agreed that Bishopthorpe Parish Council agree, in principle, to the proposal of Bishopthorpe Marina.

The September meeting of Bishopthorpe Parish Council commenced at 7.20pm.

Council Members Present:

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

22/154 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.

22/155 2 **Apologies for absence.**

Cllr Hunt, Cllr Gajewicz and Cllr Thornton

Cllr. Harrison reported that Cllr. Astbury has resigned from the Parish Council due to a change in her work-shift patters. The resignation has been advised to the City Council and the vacancy will be advertised after the 13th October following the expiration of the by-election notice.

22/156 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.*

22/157 4 **Minutes of Meeting 23rd August 2022**

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

22/158 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Proposed dwelling to north of 39 Main Street.** Fell two walnut trees in Tree Conservation Area. 22/01853/Tree Conservation Area. **No Objection**

5.1.2 **Brackendale, 17 Sim Balk Lane.** Single storey side and rear extensions with link to garage, conversion of garage to habitable space, loft conversion with dormer to rear, two rooflights to front and one rooflight to side. 22/01894/FUL. **No Objection**

- 4.5.2 Notice of decisions given (Parish Council decisions are highlighted in blue)
- 5.2.1 **11 Croft Court.** Relocation of front door. 22/01346/FUL. **(No Objection)** Approved
- 5.2.2 **39 Copmanthorpe Lane.** Single storey side / rear extension and dormer roof extension to rear. 22/00976/FUL. **(No Objection)** Approved
- 5.2.3 **23 Myrtle Avenue.** Two storey and single storey extensions to rear with two dormers after demolition of existing rear extension and extend hipped roof to side. 22/01564/FUL. **(No Objection)** Approved
- 5.2.4 **Proposed dwelling to the north of 39 Main Street.** Fell one blue spruce tree in Tree Conservation Area. 22/01435/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 –*
- Cllr. Harrison wrote to the Planning Inspectorate requesting a written application instead of a public inquiry. This request has been agreed by both the Planning Inspectorate and City of York Council and the Parish Council await details of deadline dates.
- 5.4.2 *Planning Application information received May 24th: Proposed 5G Telecommunications Installation for H3G UK – from WHP Telecoms Ltd - update – It appears the work which commenced to install the telecommunication pole was quickly halted upon the discovery of utility pipes in the digging location.*

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Services

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report – By email before the meeting Cllr Thornton reported the following items*
- The Caretaker will talk with hirers on an individual basis to assess their heating needs in the hall, in the hope that this will save the Parish Council money on heating costs. Cllr. Harrison reported that Eon notified the Parish Council to expect an increase in the cost of heating the hall from £1.9k per year to £6.6k. The National Association of Local Councils has advised that the Government has agreed to the Energy Bill Relief Scheme will also apply to Parish Councils. This scheme is a six-month energy price guarantee which should help to mitigate some of the extra costs associated with spiralling energy costs.
 - A plumber has been called to look at possible control panel alternatives.
 - Cllr. Thornton has produced a Village Hall newsletter in which keyholders were thanked for returning their keyholder documents to the Village Hall Management Committee. These are required for insurance purposes.
 - Companies who will be able to re-varnish the Village Hall floor are being sought.
 - The main hall lights will shortly be replaced by more efficient LEDs.
 - The Ebor Players will not hold a pantomime in Bishopthorpe this year.

6.1.2 *External Repairs* – Nothing to report

6.2 Sports and Leisure Management Committee

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

- The police have been advised of an increase in vandalism around the Sports Pavilion and are taking measures to combat it.
- The Parish Council has been informed that the adult football team used the pitch at Ferry Lane to train on – after they gave assurances that the adults would only train at their new complex on Sim Balk Lane. Cllr. Nicholls offered to contact the club to establish facts.

6.2.2 *Internal alterations to building* – The renovation of the Sports Pavilion is underway. Cllr. Nicholls confirmed that he held a conversation with the planning department at the City Council to confirm that all building regulations have been met.

TimCo Plumbing requested £6,000 (in addition to the £4,000 listed in item 7.1.2) to continue with the renovation. This amount was approved by the meeting.

Changes will be needed to upgrade the boiler. This will be smaller than the one currently installed as there are to be fewer showers following the renovation. The cost is estimated to be approximately £1,200. Cllr Nicholls proposed purchasing a new boiler at a cost of up to £1,200. This was seconded by Cllr Harrison and agreed unanimously.

6.2.3 *Cricket scoreboard rebuild* – Cllr. Nicholls reported that the cricket scoreboard is subject to frequent vandalism and has been boarded up for the off-season. The Parish Council is looking to replace this for next season.

6.2.4 *Renewal of sports field leases from the Church Commissioners* – The lease expired three years ago and Cllr. Harrison recently tried to contact the Church Commissioners to discuss an extension, with no success. This will be chased and an offer to continue at the current rate of £300 per annum made. **Action Cllr Harrison**

6.3 Finance Committee

6.3.1 *Committee Report* – Cllr. Harrison reported that Bishopthorpe Pre-School has been in touch seeking financial help from the Parish Council. Cllr. Harrison has requested further information from them to assess their request.

6.3.2 *Email from Cllr. Galvin (July 2022) regarding the planters / flower tubs in the village* – Nothing to report.

6.3.3 *Notice of conclusion of audit* – Littlejohn Accountants conclude the external audit of Bishopthorpe Parish Council annual accounts stating that:
“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

The 2022 audit is now complete.

- 6.3.4 *Valuation Office Agency – Request for rent, lease or ownership details, Bishopthorpe Village Hall* – Cllr Harrison completed this document for the Village Hall and returned documents as requested.
- 6.4 Field 84, Riverside and Footpaths Working Party
- 6.4.1 *Update* – Nothing to report.
- 6.4.2 *Email from PC Able concerning ‘Cutting down of trees containing nests’ opposite Field 84* – Cllr. Conley offered to respond to the police in connection with their enquiry.
- 6.5 Youth Support and Children’s Recreation
- 6.5.1 *Monthly Park inspection* – Cllr Nicholls had the inspection bag for August / September and reported that there was no litter in the park during the last month. This is probably because some residents are collecting litter left by others and the Parish Council would like to thank those involved.
There is minor damage to the wooden edging around the zip wire but the zip wire is still safe to use.
- The bag was passed to Cllr Conley for the upcoming month.
- 6.5.2 *Painting floor markings for new games at the end of the park on the tarmac area* – Cllr. Nicholls suggested that a Snakes and Ladders game and a Hopscotch game should be painted at the top of the park on the tarmac area.
- Cllr Nicholls proposed spending up to £700 to paint the games on the tarmac. This was seconded by Cllr Harrison and agreed unanimously.
- Cllr. Jemison agreed to investigate the possibility of making a “spinner” to act as a dice for the Snakes and Ladders game.
- 6.6 Allotments
- 6.6.1 *Monthly Report* – Cllr. George reported that there are nineteen people on waiting list.
- 6.6.2 *Renewal (Acaster Lane plot 20C), Richard Inglis – Tenancy wording in respect of allotment law* – After a long debate it was concluded that Mr Inglis will be allowed to retain his allotment plot even though he has moved away from the village. A watching brief will be undertaken over the next year to ensure that it is kept in order.
- Following attendance at a Yorkshire Local Councils Association allotment course, Cllr. George proposed that the Parish Council should join the National Allotment Society at a cost of £55 per annum. This was seconded by Cllr. Green and agreed unanimously.
- To fill some gaps at the Acaster Lane site, the plot holders have requested that the Parish Council pay for some sloe bushes – up to the value of £25. Cllr. George offered to investigate this and report back to the next Parish Council meeting.

- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
6.7.1 *Monthly Report* – Cllr Green recently purchased an extension lead with six sockets a metre apart, instead of on a block, for use at Vernon House.
- 6.8 Web Site Management
6.8.1 *Monthly update* – Cllr Conley confirmed that the web site 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 reported that mobility issues were discussed at the annual Yorkshire Local Councils Association conference.
6.10.2 *Email from Mr Smith regarding York Cycle Campaign* – Cllr. Harrison explained to the meeting that Mr Smith is a ward representative for York Cycling and has requested that the Parish Council consider installing extra cycle parking in Bishopthorpe. It was agreed that Vernon House has the capacity to have a number of new cycle parking racks but the need would be limited and currently any cycles are attached to the metal handrail next to the ramp. It is considered that sufficient cycle racks are already installed at all the other Parish Council owned buildings in the village.

Cllr. Harrison offered to contact Mr Smith to explain the situation. **Action Cllr Harrison**
6.10.3 *Email from Yorkshire Local Councils Association - Climate Emergency- request for information* – Cllr Harrison attended Yorkshire Local Councils Association annual meeting where it was requested that all local Parish Councils should declare a local climate emergency.

Bishopthorpe Parish Council is undertaking many initiatives to combat climate change that include the 20-mph speed limit on many streets in the village, a Parish Council run annual recycling day, the community orchard and the use of the public transport is widely encouraged. However, in compliance with the request from Yorkshire Local Councils Association Bishopthorpe Parish Council would like to officially declare a local climate emergency.
- 6.11 Community Emergency Planning
6.11.1 *Monthly update* – Nothing to report.
- 6.12 Bishopthorpe Orchard
6.12.1 *Committee Update* – The Parish Council consider the orchard to be an asset to the village and will maintain it as such. All the assets owned by the Parish Council do not have a separate financial budget with ring-fenced accounts but are maintained from the precept as and when the need arises. Cllr. Green offered to advise Morwenna Christian of this ruling.

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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 (due 28/9)	432.00
Monthly direct debit to E-On Village Hall Electricity (due 16/9)	153.92
Monthly direct debit to E-On Village Hall Gas (due 28/9)	344.00
The Renewable Energy Co. Vernon House Electricity (due 20/9)	38.71
PlusNet – Village Hall Wi-Fi connection monthly charge (paid 1/9)	28.87
PlusNet – Vernon House Wi-Fi connection, monthly charge (paid 1/9)	28.87

Total Amount paid

£1,026.37

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	712.25
Clerk's Expenses (stamps for allotment letters £54.40)	54.40
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	0.00
York Wi-Fi Solutions – monthly charge for support and maintenance	24.00
Sports Turf Services Ltd – Grass cutting sports field, Ferry Lane	78.00
Refund to Cllr. Green D'Oylys voucher for Mr Wilson, Vernon House	37.00
Refund to Cllr. Harrison for the purchase of a radio for the Village Hall	43.95
BT quarterly charge claim (for Apr, May & June)	76.63
Ainsty Landscapes, Annual Sports Pavilion tidy up	220.00
PKF Littlejohn – Professional charge for audit	360.00
Ashfield Woodchips & Bark – 20 cubic metres of hardwood chips for Play Area	3,913.60
Yorkshire Local Councils Association – Allotments course, Cllr. George	25.00
Yorkshire Local Councils Association – Health & Safety course, Cllr. George	25.00
Ainsty Landscapes – cricket ground cuts 7/7 to 25/8	680.00
Roadway UK TM Ltd, installation of two signs – Bishopthorpe Community Festival	168.00
Cllr. Green – extension lead for Vernon House	9.99
Cllr. George – allotment law books	35.19
Yorkshire Local Councils Association – conference fees Cllr. Harrison and Cllr. Green	240.00
Ash Tree Specialists – removal of 3 dead elm trees	300.00
Business Stream – Vernon House	21.10
Carly Watson – Allotment fee refund AC16b	20.00
TimCo Plumbing – bathroom/toilet renovation – Sports Pavilion	4,000.00
Stephen Cave – Tree stays corner of Keble Park North	24.50

On-line payment total

£11,906.11

Payment Total

£12,932.48

7.2	Income Receipts		
	<i>Village Hall rental income:</i>		
	18/8 S Allen, Black Cats Pilates		25.00
	19/8 Sue Coates, Slimming World		50.00
	27/8 M Ramegowda rental		70.00
	24/8 Sue Coates, Slimming World		25.00
	26/8 Sue Coates, Slimming World		50.00
	27/8 Ah Party 17/9		55.00
	30/8 A Hutchinson party 17/9		55.00
	31/8 S Allen, Black Cats Pilates		25.00
	31/8 Mann N&B		55.00
	1/9 W Allison, Wednesday Badminton		30.00
	2/9 Sue Coates, Slimming World		50.00
	3/9 Hall		55.00
	7/9 S Allen, Black Cats Pilates		25.00
	8/9 Connell Hall rental		55.00
	9/9 J Acey		15.00
	9/9 Sue Coates, Slimming World		50.00
	14/9 S Allen, Black Cats Pilates		25.00
	16/9 Sue Coates, Slimming World		50.00
	19/9 Party booking 9/11		68.75
	19/9 Party booking		55.00
	<i>Other Income:</i>		
	16/8 Vernon House income		284.70
	31/8 National Westminster monthly interest		8.89
	5/9 Lower Wharf Canoe Club – use of Sports Pavilion		10.00
	 Income Total		£1,192.34

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

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| 22/161 | 8 | School Governors | |
| | | 8.1 | <i>Infants School</i> – Cllr. Nicholls reported that the new term has welcomed the new Headteacher who has joint responsibility over both the Infant and Junior Schools. |
| | | 8.2 | <i>Junior School</i> – Nothing to report. |
| 22/162 | 9 | Young Person of the Year Award and the Gordon Watkins Community Award | |
| | | 9.1 | <i>Committee Report</i> – Reported by email before the meeting Cllr. Thornton confirmed that she is looking into practicalities of establishing a Youth Council in Bishopthorpe. |
| 22/163 | 10 | Pinfold | |
| | | 10.1 | <i>Committee Report</i> – Nothing to report. |
| 22/164 | 11 | Sensory Garden | |
| | | 11.1 | <i>Committee Report</i> – Andrew Wilson (who cuts the grass in the Play Area) has been asked to trim the trees and hedges around the edge of the Sensory Garden to make it look tidy. |
| | | 11.2 | <i>Mosaic repairs</i> – Nothing to report |

- 22/165 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Cllr. George reported thirteen crimes for the month of July in the village that included anti-social behaviour on the cycle track.
- 22/166 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Cllr. Harrison and Cllr. Green attended the annual conference where climate change was discussed. Talks on how to engage with young people were found very interesting and may help if the Parish Council decide to establish a Youth Council in the village.
- There will be new planning changes announced shortly with a new model design code introduced. It was agreed that Bishopthorpe will need a Neighbourhood Plan in response to this.
- 13.2 *National Assembly Informal - Discussion on Ukraine - 6 September 18.00 - 19.00* – Noted
- 13.3 *White Rose Updates* – Yorkshire Local Councils Association has requested photographs from their members showing work undertaken in their villages by Parish Councils. Cllr. Harrison offered to respond on behalf of Bishopthorpe Parish Council.
- Devolution for York and North Yorkshire* – a meeting will be held on the 5th October to discuss this.
- Cllr Green spoke about ‘Heat Hubs’ and suggested that Bishopthorpe should create one for residents in need, at Vernon House. Entitling it ‘Warm on Wednesday’ residents who are finding it difficult to meet the cost of heating their home will be invited to attend Vernon House, free of charge. The Parish Council will heat the building and make it a meeting place where tea and coffee will be served. Cllr. Green offered to organise this.
- 13.4 *Dementia Friendly Survey- extension for comments* – Cllr Green completed the survey.
- 13.5 *Webinar Training Programme October to December 2022* – Noted
- 22/167 14 **Highway Matters**
- 14.1 *Bus Number 11 Stop – Acaster Lane ‘No Idling’ sign* – The sign has been destroyed by vandals but will be replaced by the Parish Council.
- The painting of double yellow lines on the bend of Acaster Lane with Main Street was met with incredulity by the Parish Council. It is believed that this location is ineffective as vehicles never parked there: the lines were actually needed at the top of Acaster Lane around the first bus stop. Mr Hobson in the City Council has been contacted to ask that they are moved to where they are needed.
- 22/168 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *First Bus Number 11 Service* – Cllr Green and Cllr Harrison have plans to attend the Executive Meeting but this meeting has been postponed twice already.

- 15.2.2 *Email from Dr Beach, Bishopthorpe Medical Surgery* – Cllr Harrison met with Dr Beach to discuss forthcoming plans for Bishopthorpe surgery on Church Lane. Dr Beach revealed that the lease on the Bishopthorpe building will expire during 2024 with no plans for renewal and will lead to a migration of all services to Copmanthorpe Old School Surgery for Bishopthorpe residents.

To compensate for the lack of a surgery in Bishopthorpe, the medical practice is considering introducing a satellite site in the village comprising of one consultation room and Dr Beach discussed possible sites with Cllr. Harrison. The Parish Council will offer a room for rent within Vernon House, which could be extended if suitable. This offer will be put forward to the Medical Practice.

- 22/169 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.
- 22/170 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr Green reminded the meeting that Apple Pressing day will take place on the 9th October at the Village Hall and help is needed packing up at 3pm
- 22/171 18 **Date and time of next meeting – Tuesday, 18th October, 2022 at 7pm at the Village Hall.**

Meeting closed at 8.49 pm