

**Minutes of the Parish Council meeting held at 7pm on Tuesday 24<sup>th</sup> August 2021 at Vernon House, Vernon Close, Bishopthorpe.**

*The Chairman opened the meeting at 7.07 pm. No other members of the public were present.*

**Council Members Present:**

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

21/136 1 **Recording the Meeting**

*The right to record, film and to broadcast meetings of Bishopthorpe Parish Council, its committees, sub committees and any joint committees is established under the Openness of Local Government Regulations 2014. Bishopthorpe Parish Council is committed to being open and transparent in the way it conducts its decision making and therefore such recording is permitted under the lawful direction of Bishopthorpe Parish Council. Full rules for recording are available from the Clerk and those people recording any meeting will be deemed to have accepted them whether they have read them or not.*

*All recording must be undertaken in an obvious way and the wishes of any members of the public who do not want to be recorded must be respected. All persons recording the meeting are reminded that the 'Public Participation' period at the beginning of the meeting is not part of the formal meeting.*

21/137 2 **Apologies for absence.**

Cllr. Jemison and Cllr. Grabowski.

21/137 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.*

21/139 4 **Minutes of Meeting 27<sup>th</sup> July 2021.**

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

21/140 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **10 Keble Park North.** Single storey front and side extension and replacement windows to front elevation. 21/01748/FUL. **No Objection**

5.1.2 **White Cross Cottage, 36 Main Street.** Part two storey, part single storey rear extension. 21/01584/FUL. **No Objection**

5.1.3 **12 Maple Avenue.** Installation of ramp to front. 21/01799/FUL. **No Objection**

5.1.4 **Proposed Telecoms mast, Appleton Road.** Erection of twenty metre phase-eight monopole with wraparound cabinet at base and associated ancillary works. 21/01038/ TCNOT. **Held over until September meeting.**

- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **43 Beech Avenue.** Erection of one detached dwelling following demolition of side projection and outbuildings. 21/00888/FUL. **Objection** – Application withdrawn
- 5.2.2 **Priory Corner, 83 Main Street.** Internal and external alterations to existing outbuilding, erection of two single storey outbuildings and installation of cobbled surface to forecourt. 21/01229/LBC. **Objection** – Approved
- 5.2.3 **Dengarie, 22 Myrtle Avenue.** Variation of condition three (matching materials) of permitted application 20/01599/FUL to allow for grey aluminium style windows and doors. 21/01226/FUL. **No Objection** – Approved
- 5.2.4 **47 Lang Road.** Two storey and single storey rear extension following demolition of conservatory. 21/001454/FUL. **No Objection** – Approved
- 5.2.5 **1 Keble Drive.** Two storey side extension and boundary fence to replace hedge. 21/01163/FUL. **No Objection** – Approved
- 5.2.6 **7 De Grey Place.** Single storey rear extension, dormer to rear and two roof lights to front. 21/00946/FUL. **No Objection** – Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 None
- 5.4 Other Planning Matters
- 5.4.1 **Moor Farm, Moor Lane, Bishopthorpe.** Erection of storage containers (retrospective). 20/01401/FUL. An **appeal** has been made to the Secretary of State in respect of this application. (The Parish Council originally objected to this application.)
- 5.4.2 *The Parish Council received no notification from the City Council of this application - East of Allotments, Acaster Lane.* Erection of agricultural building. 21/01201/ AGNOT. This is a second application made by the applicant for a proposed building measuring 30m long, 6m high and 12.50 breadth.
- The Parish Council objected to the original application and the City Council refused planning permission stating that the building would be too large and incongruous to its surroundings in the Green Belt. It is understood that the applicant has resubmitted a revised application.
- 5.4.3 *Pre-planning consultation YOR17087 – Email from WHP Telecoms Ltd.* – (refer to 5.1.4 above)
- 5.4.4 *Email from Adam Harper, City of York Council – Solar Panel installation council homes in Bishopthorpe* – Cllr. Mrs Green reported that the City Council installation team will use Vernon House as their base (renting office space in the building from the Parish Council for the duration of the project). It was suggested that the Parish Council should take this opportunity to ask the City Council to install solar panels free of charge on Vernon House. **Action Cllr Mrs Green.**
- 5.4.5 *PROW – Section 53 Wildlife and Countryside Act 1989 – Application to record a public footpath from Chantry Lane, Bishopthorpe to Ferry Lane, Bishopthorpe* – Cllr. Harrison reported that the Planning Inspectorate has now forwarded a copy of our appeal to York City Council asking for its comments/statement of reasons for

refusing the application by 4 October 2021 and then will write to the PC again in due course.

21/141 6 **Services**

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Cllr Mrs Thornton reported the following items:

- All users have returned the Village Hall since the lifting of coronavirus restriction in July.
- A plumber is due to visit the hall on the 25<sup>th</sup> August to assess the broken heating system.
- The stage blackout curtains may have suffered damage during the long lockdown period when they became detached from their holdings. They will be re-hung to assess what action needs to be taken.
- The Ebor Players have decided not to produce a village pantomime in 2021 due to the ongoing uncertainty caused by the coronavirus pandemic.
- The building's interior walls are beginning to look tired and need repainting and decorating. Cllr Mrs Thornton offered to arrange a date for Councillors to meet in the hall to decide the extent of the work. An update will be reported next month. **Action Cllr Mrs Thornton**

Cllr. Harrison reported that Simon Sykes Builders are due to provide a quote to the Parish Council for repointing the back wall of the hall.

Cllr. George was thanked for overseeing the installation of Wi-Fi in the building.

6.1.2 **Draft terms and conditions for users** – Cllr Mrs Thornton previously asked that all Councillors submit any ideas / comments on the proposed draft document. **Action Cllr. Mrs Thornton and Cllr. Harrison will now finalise the document.**

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr Nicholls reported that he is currently obtaining quotes from local builders to reconfigure the existing layout of the Sports Pavilion to create better use of the space. The building will be made wheelchair friendly with a new toilet installed for disabled users.

Cllr Nicholls suggested a collaboration with York College to offer students an opportunity to re-build the score box at Bishopthorpe Cricket Club as part of their studies. Cllr Nicholls offered to contact the College to progress this idea.

6.2.2 *Boundary hedge – contract to cut hedge* – Cllr Nicholls reported that Mike Dale of Crombledale Construction may be interested in the contract and will contact him to confirm.

6.2.3 *Moles – Annual contract to control the moles on the sports field.* – The Company 'Hunt Catch Kill' has undertaken a course of mole-eradication on the sports field. However, Cllr. Harrison expressed concern that the Parish Council should not enter into a fixed contract with the company as they accept no liability should a member of the public be hurt by their traps. The Parish Council agreed with Cllr. Harrison and no formal contract will be entered in to with 'Hunt Catch Kill'.

6.3 Finance Committee

6.3.1 *Committee Report* – During the month of August the Clerk has only had a broadband connection to the Parish Council's computer for four days in total. A

new provider, BT, has been chosen and it is hoped that full connectivity will commence on the 1<sup>st</sup> September. This issue has highlighted that the role of Clerk is now totally dependent on a reliable internet connection. Currently the Clerk works on a desktop computer and Cllr Mrs Thornton suggested that the Clerk should also have a laptop computer in order to take advantage of Wi-Fi at the Village Hall or Vernon House should this situation arise in the future. Additionally, minute-taking at meetings could be modernised if the Clerk has access to a laptop.

Cllr Mrs Thornton proposed purchasing a laptop computer for the Clerk. This was seconded by Cllr. Mrs Gajewicz and agreed unanimously.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Nothing to report.

6.4.2 *Sale of car park to York Marine Services* – The sale of the car park is going ahead. The area of land to be sold will exclude the space used by Bishopthorpe Canoe Club to ensure that the Club can retain their container in the corner of the car park and have clear access to the slipway.

The Parish Council has verbal confirmation that no parking restrictions will be imposed in the car park when it falls under the ownership of York Marine Services.

6.4.3 *Sale of land to 6 Ferry Cottage* – Cllr. Harrison reported that the sale has gone through and documents are currently with the Land Registry.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly Park inspection update* – Cllr Nicholls reported no issues in the park during the last month and agreed to keep the inspection kit for the month going forward.

The Annual Inspection of the park is due by Playdale at the end of the summer, which Cllr. Grabowski has agreed to attend. Playdale will be chased by the Clerk to confirm the inspection date. **Action Clerk.**

6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported that there are twenty-six people on the waiting list for an allotment in Bishopthorpe.

The Clerk is in the process of preparing the annual rental invoices, which will be posted to all allotment holders in early September. There are currently sixty-eight plots in total.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Mrs Green reported that one of the user groups, SHED, very kindly maintain the green space around the building free of charge. The Parish Council is very grateful to this group for undertaking this job.

Cllr. Mrs Green reported that the majority of user groups have now returned to Vernon House following the lifting of coronavirus restrictions in July.

Wi-Fi has been installed in the building and Cllr. George was thanked for overseeing the process.

- 6.8 Web Page Management  
6.8.1 *Monthly update* – It was agreed that now the Parish Council has launched its own website, the webpage on bish.net will no longer be updated.
- 6.9 Bishopthorpe Library  
6.9.1 *Monthly update* – Cllr. Mrs Conley reported that ‘Storytime in the Garden’ has re-started on Thursday mornings from 10.30 – 11.00 (weather permitting). There is no need to book a place to hear stories, poems and songs at this meeting.
- 6.10 Environmental and Sustainability  
6.10.1 *Monthly Report* – Cllr. Mrs Conley reported the following items;
- It is currently harvest time in the fields surrounding Bishopthorpe. Cllr. Mrs Conley asked residents to be tolerant of field mice in domestic gardens as the creatures flee the combine harvester.
  - York Environment Week was launched on 21<sup>st</sup> August with a theme this year entitled ‘Tackling Climate Change’. All events are on the Listings Page, which can be found at <https://yorkenvironmentweek.org.uk/>
  - The City of York Council has partnered with ‘BetterPoints’ to offer residents and commuters the opportunity to earn point and rewards every time they choose to travel around York using a sustainable mode such as walking, cycling etc. By downloading the BetterPoints App, users can accumulate points which can be converted into either prizes or charity donations. More information can be found at <https://york.betterpoints.app/>
  - Cllr. Mrs Conley reminded residents not to pour grease or fat down their drains as it accumulates into fat balls that clog the sewage system. They should be left to cool in a safe place and then put in the bin instead.
- In conclusion Cllr. Mrs Conley reminded residents to leave out water and bird food for birds, and cat biscuits for hedgehogs.
- 6.10.2 *Environment Agency – Bishopthorpe Flood Alleviation Scheme, update 7/8-* Noted.
- 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 the grass in the community orchard is due to be cut with a power scythe by staff from Lower Derwent Valley National Nature Reserve shortly. A ten-metre strip of grass at the edge of the sports field, next the wood, has been left uncut throughout the summer as the area is to be planted with native trees and shrubs in the autumn, which have been donated by St. Nicks. Cllr. Mrs Conley asked that the area should be first carefully checked for hedgehogs before the power scythe is used.
- Cllr. Mrs Green informed the meeting that the Apple Pressing Day will be held on Sunday 10<sup>th</sup> October at the Village Hall.

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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 month end) | 432.00 |
| Monthly direct debit to E-On Village Hall Electricity (due month end)    | 106.41 |
| Monthly direct debit to E-On Village Hall Gas (due month end)            | 344.00 |
| The Renewable Energy Co. Vernon House Electricity (due 24/8)             | 56.03  |
| Information Commissioners Office – Annual GDPR renewal fee (25/8)        | 35.00  |

#### **Total Amount paid**

**£973.44**

#### 7.1.2 **On-Line Banking payments**

#### **Amounts paid**

|   |          |
|---|----------|
| Clerk's Salary  | 700.00   |
| Clerk's Expenses- <i>(Byteguys £65.00 – configure temporary internet in absence of regular broadband)</i> | 65.00    |
| M Haynes - Village Hall Facilities Manager  | 437.50   |
| Village Hall Facilities Manager expenses  | 7.99     |
| 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    |
| Sports Turf Services Ltd – Grass cuts to sports field   | 134.40   |
| York Elevator Services Ltd – Inspection of Village Hall lift (service plan)                               | 288.00   |
| Ainsty Landscapes – Sports field grass cuts   | 680.00   |
| Hunt Catch Kill pest control Ltd – moles on sports field  | 95.00    |
| Business Stream – Village Hall  | 124.04   |
| Business Stream – Sports Pavilion   | 103.94   |
| Business Stream – Allotments, Appleton Road   | 21.00    |
| Business Stream – Allotments, Acaster Lane  | 7.67     |
| Playdale – Birds nest swing – new equipment plus installation charge                                      | 1,621.20 |
| Cllr. George – Plusnet connection fees for Village Hall and Vernon House                                  | 55.18    |
| Eyelid Productions – setting up Parish Council website  | 750.00   |
| Yorkshire Local Councils Association – Allotment webinar 4/7  | 22.50    |
| Yorkshire Local Councils Association – Carbon Emissions webinar 29/7                                      | 10.00    |
| Business Stream – Vernon House  | 26.89    |
|   | 0.00     |
|   | 0.00     |

#### On-line payment total

**5,604.31**

#### **Payment Total**

**£6,577.75**

|     |                        |   |                  |
|-----|------------------------|---|------------------|
| 7.2 | <b>Income Receipts</b> |   |                  |
|     |                        | <b><i>Village Hall rental income:</i></b> |                  |
|     |                        | Cheque – Let’s Dance (22/7)               | 425.00           |
|     |                        | Cheque – Monday night badminton (20/7)    | 155.00           |
|     |                        | 21/7 – A Allen, Black Cats Pilates        | 25.00            |
|     |                        | 22/7 – Lawton JH & D, Badminton Group     | 155.00           |
|     |                        | 23/7 – Sue Coates, Slimming World         | 50.00            |
|     |                        | 29/7 – S Allen, Black Cats Pilates        | 25.00            |
|     |                        | 29/7 – W Allison, Wednesday badminton     | 18.00            |
|     |                        | 30/7 – Sue Coates, Slimming World         | 50.00            |
|     |                        | 4/8 – S Allen, Black Cats Pilates         | 25.00            |
|     |                        | 6/8 – Sue Coates, Slimming World          | 50.00            |
|     |                        | 11/8 – S Allen, Black Cats Pilates        | 25.00            |
|     |                        | 13/8 – Sue Coates, Slimming World         | 50.00            |
|     |                        | <b><i>Other income:</i></b>               |                  |
|     |                        | 10/8 – Vernon House: July 2021            | 93.50            |
|     |                        | <b>Income Total</b>                       | <b>£1,146.50</b> |

Approval of financial transactions proposed by Cllr Mrs Thornton and seconded by Cllr. George. Carried Unanimously.

- |        |    |  |  |
|--------|----|--|--|
| 21/143 | 8  | <b>School Governors</b>  |  |
|        |    | 8.1  | <i>Infants School</i> – Nothing to report.   |
|        |    | 8.2  | <i>Junior School</i> – Nothing to report.  |
| 21/144 | 9  | <b>Young Person of the Year Award and the Gordon Watkins Community Award</b> |  |
|        |    | 9.1  | <i>Committee Report</i> – Nothing to report.   |
| 21/145 | 10 | <b>Pinfold</b>   |  |
|        |    | 10.1   | <i>Committee Report</i> – Nothing to report.   |
| 21/146 | 11 | <b>Sensory Garden</b>  |  |
|        |    | 11.1   | <i>Committee Report</i> – Nothing to report.   |
|        |    | 11.2   | <i>Mosaic repairs</i> – The Parish Council are looking to remove the damaged mosaic from the Sensory Garden floor, repair it and make it a feature attached to the library wall. The space left in the centre of the garden will be filled by a sundial. Cllr. Mrs Gajewicz reported that she continues to try to make contact with a mosaic specialist who would be able to undertake the job and also to make enquiries in to the cost of a replacement sundial. |
| 21/147 | 12 | <b>Police Liaison</b>  |  |
|        |    | 12.1   | <i>North Yorkshire Police Force</i> – Nothing to report.   |
| 21/148 | 13 | <b>Local Council Association</b>   |  |
|        |    | 13.1   | <i>Yorkshire Local Councils Association</i> – Nothing to report.   |
|        |    | 13.2   | <i>Community Ownership Fund</i> – Noted.   |
|        |    | 13.3   | <i>Webinar training programme for September 2021</i> - Noted.  |

- 21/149 14 **Highway Matters**
- 14.1 In July Cllr. Harrison reported the following City of York Council proposals to paint double yellow lines in Bishopthorpe:
- B1 is the proposal to paint lines and mark the bus bay on Acaster Lane  
B2 is the proposal to paint lines along the Courtyard and Main Street  
B3 is the proposal to paint lines near Canon's Court  
B4 is the proposal to implement no waiting at any time restriction along part of Copmanthorpe Lane.
- Once the legal notices have been displayed by the City Council it was agreed that the Parish Council will support B1 but will object to B2, B3 and B4.
- Under this heading Cllr. Mrs Conley also reported that work to increase the size of cycle and walking lanes is shortly to commence on Tadcaster Road. It will be completed in stages over a twelve-month period.
- 21/150 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 None
- 21/151 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 August.
- 21/152 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr. Harrison reported that concern is growing on the Bishopthorpe Community Facebook page that the doctor's surgery in the village may close in the near future. Cllr. Harrison reported that Cllr. Galvin has confirmed that following a discussion with the Surgery GP's regarding the future of Bishopthorpe Surgery, assurances have been made that there are no plans to close in the near future. However, the property lease is due to expire in the next few years.
  - Cllr. Mrs Green asked for help from Councillors for Apple Pressing Day on Sunday 10<sup>th</sup> October.
  - Cllr. George confirmed that now Wi-Fi has been installed in both the Village Hall and Vernon House he will investigate upgrades of both systems to fast fibre.
- 21/153 18 **Date and time of next meeting – Tuesday, 28<sup>th</sup> September 2021 at Vernon House, Vernon Close, Bishopthorpe.**

Meeting closed at 8.35 pm