

Minutes of the Parish Council meeting held at 7pm on Tuesday 28th September 2021 at Vernon House, Bishopthorpe.

The Chairman opened the meeting at 7.09 pm.

Mrs June Whittaker, of Keble Park North, attended the meeting to discuss funding that was donated to Bishopthorpe First Responders in 2005 by the Parish Council and the Millennium Trust

Mrs Whittaker explained that in June 2005 Bishopthorpe First Responders received donations from both the Parish Council and the Millennium Trust to purchase protective clothing and a training defibrillator to establish the group in Bishopthorpe. During the last sixteen years the group has undertaken various fund-raising activities to pay for ongoing expenses, which has resulted in a balance of £700 in their account.

York Ambulance Service has recently set up a new fund-raising charity under which they will take over responsibility for funds held by all Community First Responder Groups across the city. Bishopthorpe First Responders is very unhappy about giving the money they have fundraised to York Ambulance Service and Mrs Whittaker asked if the Parish Council could employ the funds for the benefit of the village.

Cllr. Harrison thanked Mrs Whittaker for raising this issue and stated that the Parish Council would ring-fence the funds to purchase a defibrillator for the village. Mrs Whittaker was happy with this proposal, thanked the Parish Council and agreed to arrange the transfer of funds.

Mrs Whittaker left the meeting at 7.15pm.

Council Members Present:

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

21/154 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.

21/155 2 **Apologies for absence.**

Cllr. Green and Cllr. Jemison

21/156 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 declarations of interests were made.*

21/157 4 **Minutes of Meeting 24th August 2021**

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

21/158 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **Brew House Cottage, Bishopthorpe Road.** Internal and external alterations associated with change of use from dwelling house (use class C3) to offices (use class E). Including improvements to disabled access; alterations to heating, installation of new WCs, create opening in stud wall and remove cupboards on first floor, install fire doors throughout, replace roof materials on single storey west elevation, new gateway in car park wall with lantern lighting and new extract fan louvers in east elevation. Church Commissioners for England. 21/01933/LBC. [No Objection](#)

5.1.2 **Brew House Cottage, Bishopthorpe Road.** Change of use from dwelling (use class C3) to offices (use class E). Including new wheelchair access from car park; external alterations to roof, new gateway in car park with lantern lighting and new extract fan louvers in east elevation. 21/01932/FUL. [No Objection](#)

5.1.3 **Middlethorpe Manor, Middlethorpe.** Crown reduce Oak tree by three metres – tree works in a Conservation Area. 21/02008/Tree Conservation Area. [No Objection tree shows signs of decay](#)

5.1.4 **43 Keble Park North.** Single storey front extension and conversion of existing garage to habitable space. 21/01941/FUL. [No Objection](#)

5.1.5 **5 Keble Park South.** Two storey side extension, single storey rear extension, partial conversion of existing garage to habitable space and solar panels to rear. 21/02017/FUL. [Objection](#)

5.1.6 **Proposed Telecoms mast, Appleton Road.** Erection of twenty metre phase-eight monopole with wraparound cabinet at base and associated ancillary works. 21/01938/TCNOT. [Objection](#)

5.1.7 **Sunnyside, 28 Copmanthorpe Lane.** Partial conversion of garage to living accommodation and extension to rear of garage – part retrospective. 21/02012/FUL. [No Objection](#)

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

5.2.1 **The Vicarage, 48 Church Lane.** Remove lower limbs to crown lift two Sycamore and one Ash – tree works in Tree Conservation Area. 21/01767/Tree Conservation Area. [No Objection](#). Approved

5.2.2 **The Palace, Bishopthorpe Road.** Reduce limbs from a Beech tree in a Conservation Area. 21/01746/Tree Conservation Area. [No Objection](#). Approved

5.2.3 **2 Myrtle Avenue.** Two storey side extension and single storey rear extension (revised scheme, resubmission). 21/01768/FUL. [No Objection](#). Approved

5.2.4 **12 Maple Avenue.** Installation of ramp to front. 21/01799/FUL. [No Objection](#) Approved

5.2.5 **White Cross Cottage, 36 Main Street.** Part two storey, part single storey rear extension. 21/01584/FUL. **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* – Cllr. Harrison reported that an appeal has been made to the Planning Inspectorate to record a public footpath from Chantry Lane to Ferry Lane. Before the Inspectorate reach their final decision, the City of York Council and Bishopthorpe Parish Council have been asked if they wish to submit further evidence.

In connection with this item, Cllr. Harrison reported that he received an email from a resident who walks her dog along the riverside path from Chantry Lane to Ferry Lane each morning. The resident reported that one of the metal gates was tied with string, which she removed, but the second gate was padlocked and chained and she questioned if this was legal. Cllr. Harrison offered to contact the construction team to ask if they had restricted access to the path and then will respond to the resident.

Action Cllr Harrison

Cllr. Gabowski left the meeting at 7.45 pm

21/159

6

Services

6.1 Village Hall Management Committee

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

- Performing Rights – The fee for the Performing Rights was waived during 2021. The next invoice is due in January 2022.
- Wi-Fi has been installed in the building and is active. Cllr. George was thanked for organising this.
- It was disappointing to note that the Bishopthorpe Festival organisers did not acknowledge that they received support from the Parish Council for their event - the Parish Council funded the closure of Main Street, at a cost of £720. Furthermore, it was reported that the Village Hall electricity supply was used to power electrical equipment, Village Hall tables were used and the toilets were open to the public without the permission from either the Parish Council or the Caretaker. Use of the hall in this way caused a particular problem as there was a prior booking on that day.
- By accident the hall has been double-booked on the 10th October by the annual Apple Pressing Day and a children's party. Cllr. Thornton has resolved the issue by offering a different venue free of charge to the children's party and it was also agreed that the Parish Council will refund the original booking fee of £55 to the party booker in apology and gratitude that they agreed to move venue. **Action Clerk.**
- A plumber has been out to the hall and inspected the heating system. It is hoped that they will quote for the job and that this can be discussed next month.

- Cllr. Thornton agreed to arrange for a number of Parish Councillors to meet at the Village Hall to inspect fixtures and fittings. It was refurbished in 2009 and is now showing signs of wear and tear. **Action Cllr Thornton**

The Apple Pressing Day is to be held at the hall on Sunday 10th October. Cllr. Green has made a request for help from all Councillors from 10.30am onwards. To prevent damage from apple juice to polished wooden floor, the Caretaker will put up a notice on the door prohibiting use of the Main Hall.

- 6.1.2 *Draft terms and conditions* – Cllr. Thornton reported that all Village Hall users will be issued with a new booking form that will match the revised Terms and Conditions.

6.2 Sports and Leisure Management Committee

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

- A meeting has been arranged with the Architect to discuss requirements for the internal refurbishment of the Sports Pavilion. The location of the underground drain remains a mystery and must be found before new toilets can be installed.
- The cleaner asked if the changing rooms will still be in use now that the adult football teams no longer use the building. It is assumed that all the junior teams will use is the toilets but the cleaner will be asked to continue with the cleaning schedule as normal. **Action Clerk**, to advise Carol Henk.
- York College has been contacted by Cllr Nicholls to ask if their construction students may wish to incorporate the rebuilding of the cricket score box as part of their course. It was agreed that if the Parish Council supply the building material the students would provide their labour for free. Cllr Nicholls agreed to keep in touch with the college to progress this offer.

- 6.2.2 *Boundary hedge* – Mike Dale of Crombledale Contracting has agreed to take on the hedge cutting contract at a price of £350. The Parish Council agreed that this was reasonable and Cllr Nicholls will confirm this to him.

- 6.2.3 *Unpaid precept payment, £395 April 2021 – Bishopthorpe United.* – An invoice for the amount of £700 was issued to Bishopthorpe United Football Club in April 2021. After negotiation the Parish Council agreed that a discount of £305 would be applied – reducing the invoice to £395.00. To date this remains unpaid by the Club.

It is understood that all adult teams are now using the club's new facility on Sim Balk Lane leaving only the junior teams at Ferry Lane. It was therefore agreed that the amount of £395.00 requested from Bishopthorpe United will be written off. As a result, no adult teams will be allowed to use Ferry Lane playing field in future.

6.3 Finance Committee

- 6.3.1 *Committee Report* – Nothing to report.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – It was reported that the City Council has made an enforcement order at Fulford Reach to discontinue the use of the land for the storage of vehicles, sheds, timber, rope, doors, items, equipment and materials City of York Council will be asked to investigate whether a similar order could be applied in Bishopthorpe to remove similar items along the riverbank south of York Marine Services.

6.4.2 *Sale of car park to York Marine Services* – Cllr. Harrison reported that the matter is progressing and documents are held by the respective solicitors. The plot of land included in the sale will exclude the site of the Canoe Club.

The Parish Council's solicitor has pointed out that the brick pillars, that have been construction by York Marine Services at the entrance to the site, are on Parish Council owned land and not on the plot of land offered for sale. A separate agreement will be offered to York Marine Services regarding these and will state that the Parish Council give permission for the pillars to be built on their land, but that public liability must be covered by the insurance policy held by York Marine Services. Cllr. Harrison to contact York Marine Services to explain this. **Action Cllr Harrison**

6.4.3 *Sale of land to Ferry Cottage* – Cllr. Harrison asked for this item to be removed from agenda as sale has gone through. **Action Clerk.**

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly Park inspection update* – The Park received its annual inspection by a register inspector from Playdale. Cllr. Gabowski attended the inspection and reported the following items:

- The metal rings are to be replaced on the swings but the seats are fine. The basket swing is in good condition but the Inspector commented that the secondary chain is useless and the Parish Council should consider removing it. It was agreed that Cllr. Gabowski will call them to ask them to remove it.
- The posts that separate the swings have some sharp edges and should be smoothed.
- The trees should be pruned to remove any hazards in the 'fall zone' around certain pieces of equipment.
- The condition of the wood chip is poor as it continually disintegrates as it weathers over time. To keep it in the best condition possible it was suggested that it should be regularly rotavated.
- There is some rot on the top part of the climbing frame (it is however, under a 15-year guarantee).
- Mike Dale of Crombledale Contracting will be asked to repair and replace edging boards as required.
- On the cushioning surface, where the obstacle course is, there is soil / grass growing over the rubber matting and it was advised that this should be scrapped back to expose the cushion surface again.

- The obstacle course has a minimum amount of wire exposed and threads may cut hands if it is allowed to deteriorate: the Parish Council will be aware of this in the future.

Cllr. Gabowski agreed to make a note of these comments and will compare them to the Inspection Report to determine the action that needs to be taken.

- 6.5.2 *Email from R Clark – dogs in Play Area* – New signs have been erected prohibiting dogs from the park.

6.6 Allotments

- 6.6.1 *Monthly report* – Cllr. George reported that three plots were released recently and were sub-divided to form five new plots - all have been re-let.

It was agreed that if a plot owner moves away from the village, they will be allowed to retain their plot until the end of that growing season and then will be requested to vacate it.

There is a very large waiting list for both sites consisting of both Bishopthorpe residents and non-villagers. As a consequence, it was agreed that the non-villagers waiting list will no longer be used. However, the four holders who currently have allotments and who don't live in the village will be allowed to keep their plots. Cllr. George agreed to change the agreement for future issue to reflect this change.

Action Cllr George

- 6.6.2 *Plot 67, Appleton Road* – Cllr. George reported that this plot currently has a shed erected on a concrete base in its centre. It is the intention that this plot is sub-divided to relet it and Cllr. George asked if the Parish Council should remove both the shed and base. It was suggested that in the first instance, Cllr. George should offer the plot to two new renters with the offer of sharing the shed. If this proves impossible / unworkable, the Parish Council will reconsider the way forward.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

- 6.7.1 *Monthly Report* – Nothing to report

- 6.7.2 *Request to City Council for solar panels on the building's roof* – Cllr. Harrison wrote to City of York Council to ask for solar panels on Vernon House. However, the City Council replied that this cannot be done as it does not fall within their secured funding for this project.

6.8 Web Site Management

- 6.8.1 *Monthly update* – Cllr. Harrison asked for all Councillors to start using the new '.gov' emails addresses and not their private emails. Cllr. Conley agreed to contact everyone to sort out any issues.

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* – Cllr. Conley reported the following items:

- The Bookworms Reading Group is restarting on the 16th October.
- The library had a stall at the Bishopthorpe Festival and some junior readers received a free book.

- Friends of Bishopthorpe Library are having their first post-covid meeting on the 11th October.
- Cllr. Conley recommended the Thursday morning story time in the garden for youngsters. At the moment the library is only willing to hold this type of meeting outdoors and this will be at the vagaries of the weather going forward.

6.10 Environmental and Sustainability

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

Cllr. Conley recommended villagers visit Brunswick Organic Nursery to view their trellis that is covered with Travellers Joy (Old Man’s Beard), a native clematis.

The Ramblers’ Association is currently mounting an important campaign called “Don’t Lose Your Way”. In the past 70 years, 49,000 miles of public rights of way in England and Wales have been lost. The CROW (Countryside & Rights of Way) Act in 2000 granted certain upland areas of land a Right to Roam, but vast areas are still fenced off. The definitive map will be finalised on 1st January 2026. If parishioners are interested in preserving paths, then they are encouraged to join the Ramblers’ campaign at <https://dontloseyourway.ramblers.org.uk/>

York Energy Advice Service

Energy bills and keeping warm will be a cause for worry for a growing number of people this winter. A new project, funded through the Energy Industry Voluntary Redress Scheme, is a joint partnership led by St Nicks and York Community Energy, with support from Yorkshire Energy Doctor and other local partners.

The Energy Advice Service can provide free support to any York residents who are on a low income, aged 65 or over, or experiencing a long-term physical or mental health condition or disability. Find out more at <https://yorkenergyadvice.org.uk/> If parishioners are interested in future training sessions for frontline staff and volunteers visit ivana@stnicks.org.uk or 07912 432819 to stay informed.

In conclusion Cllr. Conley issued a reminder to leave out water and bird food for birds and cat biscuits for hedgehogs.

6.10.2 *Email from Sustrans – Improving Accessibility of the Solar System Way-* Noted

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.

6.12.2 *Annual Apple Pressing Day* – See above 6.1.1

21/160 7

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	432.00	
	Monthly direct debit to E-On Village Hall Electricity	63.43	
	Monthly direct debit to E-On Village Hall Gas	344.00	
	The Renewable Energy Co. Vernon House Electricity	56.03	
	Total Amount paid	£895.46	
7.1.2	On-Line Banking payments		
	Amounts paid		
	Clerk's Salary	700.00	
	Clerk's Expenses- (<i>£7.00 batteries for Dictaphone, stamps for allotment letters £55.44</i>)	62.44	
	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	22.81	
	C Henk – Sports Pavilion cleaning	150.00	
	C Henk – Sports Pavilion cleaning expenses	0.00	
	A Powell – Sensory Garden gate daily opening / locking	105.00	
	Sports Turf Services (York) Ltd – grass cuts to sports field	134.40	
	Dell Computer – new laptop for Clerk	770.99	
	PKF Accountants annual audit fee	360.00	
	Roadway UK TM Ltd – Bishopthorpe festival road management	720.00	
	Andrew's Garden Services – Grass cuts and trim to hedge	300.00	
	On-line payment total	4,013.14	
	Payment Total	£4,908.60	
7.2	Income Receipts		
	<i>Village Hall rental income:</i>		
	18/8 – S Allen, Black Cats Pilates	25.00	
	20/8 – Sue Coates, Slimming World	50.00	
	25/8 – S Allen, Black Cats Pilates	25.00	
	27/8 – Sue Coates, Slimming World	50.00	
	1/9 – W Allison, Wednesday Badminton	24.00	
	1/9 – S Allen, Black Cats Pilates	25.00	
	3/9 – Sue Coates, Slimming World	50.00	
	7/9 – Katy Longley	55.00	
	8/9 – S Allen, Black Cats Pilates	25.00	
	10/9 – Sue Coates, Slimming World	50.00	
	17/9 – Sue Coates, Slimming World	50.00	
	<i>Other income:</i>		
	Mrs Hendry – Annual allotment rent AP7	10.00	
	G Parker – Charity Craft Days	125.00	
	Party Booking – Dean Bell	120.00	

Zumba classes	170.00
Vernon House rental income	93.50
Lower Wharf Canoe Club – use of Sports Pavilion	20.00
BT – Compensation for damage to Vernon House wall	150.00
Vernon House rental income	307.00
	£1,424.50

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

- 21/161 8 **School Governors**
- 8.1 *Infants School – Nothing to report*
- 8.2 *Junior School – The Acting Head is settling in to the role very well. Gardening Club re-started at school*
- 21/162 9 **Young Person of the Year Award and the Gordon Watkins Community Award**
- 9.1 *Committee Report – Cllr. Thornton reported that there were no nominations for this year’s Young Persons of the Year award. Cllr. Thornton will consult the Junior School to discuss a way forward.*
- 21/163 10 **Pinfold**
- 10.1 *Committee Report – Nothing to report.*
- 21/164 11 **Sensory Garden**
- 11.1 *Committee Report – Cllr. Gajewicz reported that she met with an Outdoor Area Organiser from Bishopthorpe Organic Nursery to survey the garden. The area around the fountain is of concern and needs tidying up. The bamboo plant at the garden entrance is out of control and a price for giving it a trim has been requested. The tops of some of the large wooden planters have rotted and again a price has been requested for replacements. The paving stones need weeding and one of the planters is bare. As there is no formal contract between the Parish Council and Brunswick Organic Nursery, Cllr. Gajewicz was requested to ask for a quote to undertake this work from the Nursery. **Action Cllr Gajewicz***
- 11.2 *Mosaic repairs – Nothing to report.*
- 11.3 *Problem with bindweed in the garden – Cllr. Gajewicz was asked to consult with Brunswick Organic Nursery to ask if they can remove the plant. **Action Cllr Gajewicz***
- 21/165 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force – Cllr. George reported that there have been four reports of antisocial behaviour and seven reports of violence in Bishopthorpe during August.*
- 21/166 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association – Nothing to report.*
- 13.2 *NYCC request for 'call for evidence' on the national resilience strategy – Noted*
- 13.3 *Queen's Green Canopy Initiative - Plant a Tree for the Jubilee – Cllr. Harrison offered to send the information to Morwenna Christian of Bishopthorpe Orchard.*

- 21/167 14 **Highway Matters**
- 14.1 *City of York Council proposal to paint double yellow lines in various places around the village – update – This has not yet been advertised in the village. Once it is advertised the Parish Council will make comments on the application.*
- 14.2 *Public consultation on proposals for Copmanthorpe Level Crossing – Noted*
- 14.3 *Update to: Sim Balk Lane, Bishopthorpe - Speed Management Scheme - Information Bulletin – The speed bumps have been constructed again.*
- 21/168 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *Support For Afghan Refugees – email from Cllr Darryl Smalley – Noted*
- 15.2.2 *Leeds East Airport Consultation report – Noted*
- 15.2.3 *Email from J Whittaker: CPADS in Bishopthorpe – Discussed at the start of the meeting.*
- 21/169 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.*
- 21/170 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr. Conley requested female members of the Parish Council have title Mrs or Miss removed from their name in all future Parish Council documents. **Action Clerk.**
- 21/171 18 **Date and time of next meeting – [Tuesday, 19th October 2021, at Vernon House](#)**

Meeting closed at 9.02 pm