

Minutes of the Parish Council meeting held at 7pm on Tuesday 18th January 2022 at Vernon House, Vernon Close, Bishopthorpe.

The Chairman opened the meeting at 7. 20pm.

One member of the public attended the meeting: Mr Gary Hunt of Acaster Lane: Mr Hunt is interested in joining the Parish Council and was invited to the January meeting by the Chairman.

Council Members Present:

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

22/1 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.

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

Cllr Thornton and Cllr Green

22/3 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda. *Cllr Jemison declared an interest in item 5.1.5*

22/4 4 **Minutes of Meeting 23rd November 2021**

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

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

5.1 Notice of Applications received

5.1.1 **Field House, Middlethorpe.** First floor side extension. 21/02378/FUL. No Objection

5.1.2 **38 Church Lane.** Two storey front gable extension, two storey front extensions with dormers to first floor, two storey side extension and single storey rear extension, bay window to front, replacement roof and seven rooflights to rear following demolition of conservatory and side projection. 21/01240/FUL. Application withdrawn

5.1.3 **Heimdal, 9 Sim Balk Lane.** Two storey side and rear extension and single storey rear extension. 21/01658/FUL. (No Objection, July 2021); Notice of amendment 23/1//21 – 'Reduction in the scale of development'.

The Parish Council replied with a further comment *“Whilst we welcome the reduction in the size of this project, when taking note of the neighbours' comments we believe that the extension could be reduced further to improve light entering their neighbours' rooms.”*

- 5.1.4 **100 Keble Park North.** Single storey front extension and one rooflight to front. 21/02664/FUL. No Objection
- 5.1.5 **Priory Corner, 83 Main Street.** Erection of two single storey outbuildings. 21/02401/FUL. Parish Council response postponed until February.
- 5.1.6 **1 Lang Road.** Reduce group of Holly trees in height by 33% - protected by Tree Preservation Order CYC16. 21/02718/Tree Preservation Order. No Objection
- 5.1.7 **2 Coggan Way.** Two storey side extension, single storey rear extension, four rooflights to front, one replacement rooflight and one additional rooflight to rear. 21/02533/FUL. No Objection
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in bold*)
- 5.2.1 **Maynews, 26 Sim Balk Lane.** Fell one Ash tree and one Silver Birch in a conservation area. 21/02333/Tree Conservation Area. **(Objection)** Approved
- 5.2.2 **The Beeches, 40 Church Lane.** Fell one cherry; crown reduce one cherry and one apple, crown lift one ash and one beech – tree works in a Conservation Area. 21/02326/Tree Conservation Area. **(No Objection).** Approved
- 5.2.3 **The White House, Chantry Lane.** Crown thin by 20% and reduce west side of one Sycamore tree by up to three metres – protected by Tree Preservation Order 8/1983. 21/02266/Tree Preservation Order. **(No Objection)** Approved
- 5.2.4 **The Chantry, Chantry Lane.** Erection of single storey rear extension to Magnolia Cottage after demolition of existing rear extension and associated external landscaping; glazed link between existing office and proposed extension to provide access; and reinstatement of tennis court, including fencing and store. 21/01134/LBC. **(No Objection)** Approved
- 5.2.5 **The Chantry, Chantry Lane.** Internal and external alterations including erection of single storey rear extension to Magnolia Cottage after demolition of existing rear extension and associated external landscaping; glazed link between existing office and proposed extension to provide access; internal works to existing outbuildings; and reinstatement of tennis court, including fencing and store. 21/01135/LBC. **(No Objection)** Approved
- 5.2.6 **18 Beech Avenue.** Two storey side extension, single storey rear extension, porch to front and dormer to rear. 21/02101/FUL. **(No objection.)** Approved
- 5.2.7 **Kinnoull, 7 Myrtle Avenue.** Loft conversion with two dormers and two rooflights to front and one dormer to rear. 21/02290/FUL. **(No Objection)** Approved
- 5.2.8 **Cherry Garth, 50 Main Street.** Conversion of outbuilding to living accommodation, two storey link extension, two storey rear extension, dormers to front and rear and alternations to doors and windows and erection of glass house and loggia. 21/01221/FUL. **(No Objection)** Approved

- 5.2.9 **Hearts and Whatnots, 26 Acaster Lane.** Change of use of retail shop (use class E) to dog grooming parlour. 21/02353/FUL. (**No Objection**). Approved
- 5.2.10 **The Firs, 38 Main Street.** Single storey rear extension. 21/02451/FUL. (**No Objection**). Approved
- 5.2.11 **2 Coggan Way.** Two storey side extension, single storey rear extension, four rooflights to front, one replacement rooflight and one additional rooflight to rear. 21/02533/FUL. (**ref. 5.1.7**) 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 – This application has been referred to the Secretary of State for a decision.*

22/6

6

Services

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – In an email report submitted prior to the meeting Cllr Thornton reported the following items:

- Decorating – A schedule of work has been agreed and will be passed to the decorators. The Caretaker has agreed to liaise with the decorators to ensure that the job runs smoothly.
- Main Hall Floor – It was agreed that this will be refurbished this year with Cllr Thornton offering to contact the contractor who previously did this job. (Additional quotes are to be requested before a contract is awarded).
- Stage Area – The stage blacks need a replacement curtain track – the Caretaker is investigating costs.
- Sound System – Cllr Thornton offered to contact the Wall of Sound on Sim Balk Lane for advice to update / replace the system.
- Fridge Handle – Cllr Jemison has offered to repair the handle.
- Edging strips for flooring – A local flooring supplier will be contacted for quotes to provide edging strips. This will greatly improve the look of the floor.
- Small meeting room cupboards – The cupboards will be cleared of unused items.
- New Hire Agreements and Terms of Hire – A new agreement has been drafted and will be issued to all hirers going forward.
- Risk Assessment – This is to be completed over the coming weeks and will be presented to the February meeting of the Parish Council.
- External repairs – These are to be put on hold until spring 2022.
- Green Room – The room needs to be more accessible and requires a reorganisation of the tables and chairs. The Apple Press will be stored upstairs in the small meeting room to create space in the Green Room.
- Boiler Room – This room also needs to be cleared to create more floor space.
- Party Packs – Cllr Thornton has offered to work with the Caretaker to create ‘party packs’ of re-useable plastic plates etc for children’s parties. These will be offered to party bookings for free and returned to the Village Hall Management Committee for safe keeping.

- Deep Clean – Cllr Thornton recommended that the hall should be deep cleaned, and quotes have been requested from cleaning companies.
- Inventory – There is no inventory of Village Hall items. Cllr Thornton and the Caretaker will work together to produce a new document after the hall has been tidied up and new items purchased.

User Update

Cllr Thornton reported that the Sunday Worship Group are staying for a few more months; ‘Let’s Dance’ have returned to the Methodist Hall, Camera Club haven’t yet returned but their equipment is still stored in the Hall and the village panto is booked in for December 2022.

Cllr Harrison thanked Cllr Thornton for undertaking a comprehensive inspection of the hall and also asked for the pointing of the external rear wall to be added to the list.

- 6.1.2 *Heating repairs* –The heating has been repaired with the system drained and cleaned. A post-works check will be made by the plumber after a six-week duration to ensure that all is working correctly.

The control panel for the heating system had an electrical fault which has also been repaired.

- 6.1.3 *Recommendation from annual gas safety check – ‘Parish Council must fit an audible carbon monoxide alarm to the boiler cupboard’* - A monitor will be sourced and purchased as recommended. **Action Clerk / Cllr Jemison**

6.2 **Sports and Leisure Management Committee**

- 6.2.1 *Management Committee Report* – Cllr Nicholls reported that Bishopthorpe Playgroup are increasing their numbers for the new term. Following a recent inspection, the group has been awarded ‘Outstanding’ by Ofsted.

York College is not responding to the suggestion that their construction students may wish to incorporate building a new scoreboard within their studies. Therefore, Cllr Harrison asked Cllr Nicholls to investigate the cost of having a brick scoreboard built by a local contractor. **Action Cllr Nicholls**

- 6.2.1 *Moles on playing field – Contract with ‘Hunt, Catch, Kill’ (see 7.1.2)* - Cllr Nicholls confirmed that the Parish Council do not have a contract with this company. The invoice for £95 (item 7.1.1) is not to be paid. **Action Clerk.**

However, there still a mole problem on the playing field – Cllr Nicholls offered to contact a humane pest controller to quote for their removal.

- 6.2.1 *Email from the Chair of Friends of Bishopthorpe Infant School - Use of Ferry Lane playing fields to host a summer fair.* – Cllr Harrison reported that the Chair of Bishopthorpe Infant School has asked for this item to be removed from the agenda. There will be a Gala in the summer at Bishopthorpe Palace, which the Infant School will participate in instead.

- 6.2.1 *Proposed internal alterations to the building* – Cllr Nicholls reported that the proposed alterations take into account all the users wishes and as such there will be no showers installed in the home changing room.

Cllr Nicholls will contact the builders for quotes now that the Parish Council hold a set of architect drawings.

Cllr Harrison reported that Morwenna Christian informed the Parish Council that, with help from the Scouts, she has planted a small variety of native trees in land behind the Sports Pavilion.

6.3 Finance Committee

6.3.1 *Committee Report* – Cllr Harrison reported that the finances of the Parish Council are very strong due to careful management during the pandemic. This will allow the Parish Council to spend on a number of capital projects during 2022/23 at the Village Hall and Sports Pavilion. In addition, the following items of expenditure were discussed:

Bishopthorpe Play Area – It was suggested that the wooden edging should be repaired around the play equipment and once completed, new bark chippings purchased to provide deep cushion fall.

Defibrillators – It has been agreed that a new defibrillator will be attached Vernon House (which will be tripartite funded by the Parish Council). A further one may be considered for the Village Hall and Cllr George was asked to look into costings.
Action Cllr George

Sensory Garden – Cllr Gajewicz contacted the outdoor Supervisor at Bishopthorpe Organic Nursery to discuss tidying the garden and new planting. They quoted an amount of £500 to trim the bamboo, tidy the fountain area and replant it with alpines, repair the decayed central wooden planters and varnish them and power wash the floor. It was also suggested that a ‘bug hotel’ should be located in the garden as interest to children. The library frequently uses the garden and, in appropriate weather, holds story time in the garden for groups of young children. It was suggested that the Parish Council may wish to paint the bench closest to the library in a bright colour that will be attractive to these youngsters.

Taking in to account all the potential projects Cllr Harrison reported that the Parish Council is looking to spend approximately £40,000 in the next financial year.

6.3.2 *Precept 2022/23* – Cllr Harrison proposed no increase in the 2022/23 precept: it will be held at £35k. This was seconded by Cllr Jemison 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 is progressing slowly.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly Park inspection update* – Cllr Green had the inspection bag for December to January and will continue to undertake the inspection role for January to February.

6.5.2 *Painting floor markings for new games at the end of the park on the tarmac area* – Nothing to report.

- 6.6 Allotments
- 6.6.1 *Monthly report* – Cllr. George reported that both sites are fully let with eighteen people on the waiting list (most of whom wish to have a plot at Acaster Lane).
- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
- 6.7.1 *Monthly Report* – Nothing to report
- 6.7.2 *Lottery fund application for a new community fridge* – No update.
- 6.8 Web Site Management
- 6.8.1 *Monthly update* – Cllr Conley reported that the site is up to date.
- 6.9 Bishopthorpe Library
- 6.9.1 *Monthly update* – Cllr Conley gave the following report:
- On the Monday 17th January, the Friends of Bishopthorpe Library held their Annual General Meeting, which had previously been postponed by the pandemic.
 - On Monday 7th February Roger Poyser of Bishopthorpe Photography Club will host a Yorkshire Photography Quiz at 19.30. The cost of joining the quiz will be £5 with tickets purchased directly from the library.
 - The library has submitted a Ward Fund application to purchase more Lego for the Lego Club. A volunteer, who likes working with children, is sought to help run the club.
 - On Monday 16th May the postponed talk about Holgate Windmill will take place at 19.30.
 - *News From Explore* – Footfall of York libraries has been measured across the city and has returned to an average of 60%. However, Bishopthorpe library is pleased to announce that their footfall stands at 99% of pre-covid levels.
- 6.10 Environmental and Sustainability
- 6.10.1 *Monthly Report* – Cllr. Conley reported the following items
- **St Nick's** have been busy with their **Green Corridors Project**. Work across the Fulford Ings, Tang Hall and Osbaldwick Beck corridors is progressing well, with habitat works taking places across fifteen sites already. Their third corridor is at Clifton Ings.
 - **St Nick's** also have **Wildwatch Projects** where a volunteer discovered a completely new species: it's a type of snail mite that lives in the lungs of garden snails.
 - **Soft plastics**. There are soft plastic depositaries at both the Co-Op and Tesco that are very well used and now accept (clean) crisp packets, sweet wrappers, bread bags and many food pouches as well as carrier bags (LDPE).
- 6.10.2 *Environment Agency – Bishopthorpe FAS December 2021 newsletter* – 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.

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Financial Transactions

7.1 Payments to approve

7.1.1 **Cheque / Direct Debit payments**

December

Monthly direct debit to E-On Sports Pavilion Electricity (due month end)	432.00
Monthly direct debit to E-On Village Hall Electricity (due 16/12)	332.25
Monthly direct debit to E-On Village Hall Gas (due month end)	344.00
The Renewable Energy Co. Vernon House Electricity (due 20/12)	34.64
PlusNet – Village Hall Wi-Fi connection monthly charge (due 5/12/21)	26.40
PlusNet – Vernon House Wi-Fi connection, monthly charge (due 5/12/21)	26.40

December total

£1,195.69

January

Monthly direct debit to E-On Sports Pavilion Electricity (due month end)	432.00
Monthly direct debit to E-On Village Hall Electricity (due 20/1/22)	258.24
Monthly direct debit to E-On Village Hall Gas (due month end)	344.00
The Renewable Energy Co. Vernon House Electricity (due 18/1/22)	37.41
PlusNet – Village Hall Wi-Fi connection monthly charge (due 5/1/22)	26.40
PlusNet – Vernon House Wi-Fi connection, monthly charge (due 5/1/22)	26.40
Savills – Ransom strip allotments, annual payment	1.00
Savills – Glebe Sports field rent	225.00

January Total

Total Direct Debit payments

£1,350.45

7.1.2 **On-Line Banking payments**

Amounts paid

DECEMBER PAYMENTS

Clerk's Salary	700.00
Clerk's Expenses	0.00
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	120.00
C Henk – Sports Pavilion cleaning expenses	0.00
A Powell – Sensory Garden gate daily opening / locking	66.00
York Christmas Trees – Sensory Garden Christmas Tree	324.00
Business Stream – Allotments, Acaster Lane	8.36
Business Stream – Village Hall	242.11
Business Stream – Sports Pavilion	186.83
RVT Landlord Services – repairs to Village Hall heating system	847.00
Ainsty Landscapes – cricket ground grass cuts 30/9 to 14/10/21	170.00
Aquacert – Legionella testing kit for Sports Pavilion	58.02
Business Stream – Vernon House	35.44

Business Stream – Allotment, Appleton Road	92.87
Electrotest – annual appliance testing Vernon House	152.00
Dennis King Electrical Ltd – heating control panel repair Village Hall	45.00
Dennis King Electrical Ltd – PAT testing Sports Pavilion	204.30
Advance Fire Inspection – Vernon House annual fire inspection	65.40
Advance Fire Inspection – Village Hall annual fire inspection	102.90
Henderson Heating – annual gas safety check Village Hall	80.00

<i>December total</i>	<i>£4,187.73</i>
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JANUARY PAYMENTS

Clerk’s Salary	700.00
Clerk’s Expenses	0.00
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	120.00
C Henk – Sports Pavilion cleaning expenses	0.00
A Powell – Sensory Garden gate daily opening / locking	105.00
CA Architectural – drawing services for Sports Pavilion alterations	75.00
York Wi-Fi Solutions monthly maintenance plan, January 2022	24.00
York Wi-Fi Solutions monthly maintenance plan, December 2021	24.00
<i>**Hunt Catch Kill – Mole control quarterly contract – No1 Q2, 12/11/21 to 11/02/22</i>	<i>95.00</i>
BT internet connection charge clerk’s computer – three months Oct, Nov and Dec	69.98
Commercial waste collection – Sports Pavilion	55.75
Commercial waste collection – Village Hall	60.56
Vernon House – Insurance premium collection, City of York Council	170.19
<i>January Total</i>	<i>£2,186.98</i>

Total On-line payments	£6,374.71
Total Direct Debit payment	£2,546.14

Grand Total of payments for December and January <i>(minus £95, Hunt, Catch Kill)</i>	£ 8,825.85
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7.2

Income Receipts

Village Hall rental income:

23/11 Bini, E&M,	55.00
24/11 S Allen, Black Cats Pilates	25.00
26/11 W Allison, Wednesday Badminton	18.00
1/12 S Allen, Black Cats Pilates	25.00
3/12 Sue Coates, Slimming World	50.00
8/12 S Allen, Black Cats Pilates	25.00
10/12 Sue Coates, Slimming World	50.00
13/12 Aldrig&Preec, 3 rd January party	55.00
16/12 Nichola MacLeod	125.00
16/12 S Allen, Black Cats Pilates	25.00
17/12 Sue Coates, Slimming World	50.00
22/12 S Allen, Black Cats Pilates	25.00

24/12 Sue Coates, Slimming World	50.00
30/12 W Allison, Wednesday Badminton	6.00
31/12 Sue Coates, Slimming World	50.00
5/1 Ellam CL, party in Village Hall 9/1	55.00
7/1 Sue Coates, Slimming World	50.00
Other Income	
K Scott, Zumba	153.00
S Mason – allotment rental	6.00
Village Hall Management Committee (no. 79)	25.00
Village Hall Management Committee (no. 80)	262.31
Village Hall Management Committee (no. 81)	700.00
Vernon House rental income, November	360.00
RP Taylor AP67b, allotment rent	6.00
City of York Council, PCC Election – rental of hall space	175.00
S Scott AC16b, allotment rent	11.00

£2,437.31

Approval of financial transactions proposed by Cllr Jemison and seconded by Cllr Nicholls. Carried Unanimously. ** *The payment to Hunt, Catch, Kill for £95 is not to be paid.*

- 22/8 8 **School Governors**
8.1 *Infants School* – Nothing to report.
8.2 *Junior School* – Nothing to report.
- 22/9 9 **Young Person of the Year Award and the Gordon Watkins Community Award**
9.1 *Committee Report* – Nothing to report
- 22/10 10 **Pinfold**
10.1 *Committee Report* – Nothing to report.
- 22/11 11 **Sensory Garden**
11.1 *Committee Report* – Refer to item 6.3.1
11.2 *Mosaic repairs* – Nothing to report
- 22/12 12 **Police Liaison**
12.1 *North Yorkshire Police Force* – Cllr George reported ten items on the crime report for last month.
- 22/13 13 **Local Council Association**
13.1 *Yorkshire Local Councils Association* – Cllr Harrison reported with sadness that the Chair of the York Branch, Councillor Peter Powell, passed away in December 2021.

The next meeting is planned for Thursday 17th February 2022.

Cllr Harrison attended a Parish Council Liaison meeting at which a new Parish Charter was discussed. It was agreed that email correspondence with City of York Council will be answered in five working days.

A Parish Council contact list was issued for City of York Council contacts.

- 13.2 *White Rose updates* – Noted
- 13.3 *Letter from Bruno Peek LVO OBE OPR, regarding the Queen's Platinum Jubilee* – It was agreed that Bishopthorpe Parish Council will participate in the Queen's Platinum Jubilee Celebrations and will look to co-ordinate the celebration with other village organisations.

Cllr Harrison suggested that the Parish Council should organise a beacon trail where QR codes are displayed at seven points in the village. The points will be agreed at a later meeting, but it was suggested that these should be Parish Council owned / run sites. The cost of laminating the codes and providing information for the public is £499. Cllr Harrison will liaise with Cllr Thornton to take this matter forward. **Action Cllr Harrison and Cllr Thornton.**

- 13.4 *Yorkshire Local Councils Association Remote Conference 25 March 2022* – Noted
- 13.5 *Sign the Change.org petition for councils in England to have the choice to meet remotely* – At the moment it is illegal for Parish Councils not to meet face to face. Cllr Harrison encouraged all councillors to sign this petition which will legally allow Parish Councils to meet virtually if needed. *Clerk to circulate the email.* **Action Clerk.**

22/14 14 **Highway Matters**

14.1 None

22/15 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 None

15.2 Others

15.2.1 *Licensing Act 2003 - Statement of Licensing Policy & Cumulative Impact Assessment (emailed 20/11/21)* – Noted

22/16 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 December 2021 and January 2022.

22/17 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr Nicholls asked if a sign had been placed at the bus stop on Acaster Lane to prevent idling buses parking there with their engines running (which is disturbing the peace of local residents very early in the morning). Cllr Nicholls to follow up. **Action Cllr Nicholls.**

22/18 18 **Date and time of next meeting – Tuesday, 22nd February 2022 at 7pm, Village Hall, Main Street.**

Meeting closed at 8.17 pm