

**Minutes of the virtual meeting held at 7pm on Tuesday 20<sup>th</sup> October 2020.**

*The Chairman opened the meeting at 7.04 pm.*

*Following the Government's coronavirus guidelines on meetings, the October meeting of Bishopthorpe Parish Council was conducted by virtual media over Zoom. No members of the public attended the meeting.*

*(The Chairman asked the Councillors to raise their hand if they wished to comment or raise a question and stated that voting on Agenda items would be conducted by a show of hands.)*

**Council Members Present:**

Cllr. Harrison (Chairman), Cllr. Mrs Green, Cllr. Mrs Gajewicz, Cllr. Grabowski, Cllr. Jemison, Cllr. George, Cllr. Mrs Conley and Cllr. Mrs Thornton (from 7.24 pm onwards)

20/156 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.*

20/157 2 **Apologies for absence.** Cllr Nicholls20/158 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 declared.*

20/159 4 **Minutes of Meeting 22<sup>nd</sup> September 2020**

Acceptance of the minutes was proposed by Cllr. Mrs Gajewicz and seconded by Cllr. Jemison. Carried unanimously by all who attended the meeting. The minutes will be signed by the Chairman at the next physical meeting.

20/160 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received5.1.1 **8 Garbett Way.** Single storey rear extension 20/01347/FUL. **No Objection**5.1.2 **7 Bridge Road.** Single storey rear extension following atrial demolition of rear projection and conservatory. 20/01746/FUL. **No Objection**5.1.3 **The Lilacs, 19 Lang Road.** Single storey rear extension and relocation of gate pillars following demolition of conservatory. 20/01770/FUL. **No Objection**5.1.4 **22 Church Lane.** Two storey side / rear extension, single storey rear extension, covered walkway and garden room to rear. 20/01802/FUL. **Objection.**

The Parish Council commented on the following:

- Possible damage to roots to a “*Tree, in Conservation Area*” (TCA).
- Over-development of a modest garden.
- The garden room in the plans will house a very large hot tub; this could result in noise disturbance to neighbours - a two-metre high boundary is requested.
- The application is inappropriate in a Conservation Area.

5.1.5 **The Palace, Bishopthorpe Road.** Pollard two willow trees at five metres; prune formative oak tree in a Conservation Area. 20/01892/Tree Conservation Area. **No Objection**

5.1.6 **Bracken Lodge, 10 Main Street.** Re-pollard willow tree one metre below old pollard heads – tree works in a Conservation Area. 20/01908/Tree Conservation Area. **No Objection**

5.1.7 **Barbank House, 1 Croft Court.** Re-pollard willow tree one metre below old pollard heads – tree works in a conservation Area. 20/01911/Tree Conservation Area. **No Objection**

5.1.8 **5 Acaster Lane.** Crown lift Sycamore up to six metres from ground level – protected by Tree Preservation Order – number 7/1980. 20/01935/Tree Preservation Order. **No Objection**

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

5.2.1 **19 De Grey Place.** Single storey rear extension. 20/01352/FUL. **(No Objection).** Approved.

5.2.2 **12 Maclagan Road.** Two storey extension, single storey rear extension and dormer to rear (revised scheme for 20/00426/FUL). 20/01215/FUL. **(No Objection).** Approved

5.3 Large Householder Extension Notifications

5.3.1 None

5.4 Other Planning Matters

5.4.1 None

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## **Services**

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – As the pandemic continues to evolve the Parish Council has to be responsive to changes in Government rulings. The recent move to place York into Tier 2 restrictions will impact on leisure group activity and Cllr Mrs Thornton and the Caretaker have held discussions as to how this will affect usage of the hall.

- It was reported that individuals from a group used the Village Hall during lockdown without either permission or knowledge of the Parish Council. This action would have invalidated the insurance cover and, more importantly, would have put the Caretaker’s health in danger. As a result of this it was agreed that the Clerk will recall all front door keys held by users. **Action Clerk.** The keypad access code will also be changed.

- There is a problem with the eleven-year-old heating system: air in the pipes is causing a pressure drop in the boiler. A heating engineer has inspected the system and recommends it is overhauled by a commercial heating company. Cllr Mrs Thornton offered to obtain three quotes. **Action Cllr Mrs Thornton**

- The front of the building has been repainted by Jeffersons Painting and Decorating and looks very smart.

6.1.2 *Caretaker's Contract* – Cllr. Grabowski reported no update.

6.1.3 *Hall re-opening update.* Cllr Mrs Thornton reported the following items;

- The Village Hall re-opened under strict Covid-19 terms and conditions at the beginning of October.
- Special measures apply to individual groups and a user-kit has been prepared and handed out.

6.1.4 *Wooden planters, seasonal flowers to replace herbs* – Cllr. Mrs Green reported that she has contacted Brunswick Organic Nursery to arrange for a new spring flower display in the wooden planter at the front of the building.

## 6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – In an email received before the meeting Cllr Nicholls reported the following items:

- The water leak that occurred in the building was a result of the boiler breaking down. This required a small replacement part to repair it.
- A harmonious working relationship has been established, under the difficult Covid-19 working conditions, between the Football Club and Playgroup.
- Cllr. Harrison reported that the wooden cricket score box has a large hole in it. It is understood that the box belongs exclusively to the Cricket Club - Cllr. Jemison offered to contact Mike Dale to arrange repair. **Action Cllr Jemison**

6.2.2 *Moles* – The moles were gassed again to remove them from causing damage to the playing field. A long-term solution this this problem should be explored.

## 6.3 Finance Committee

6.3.1 *Committee Report* – The External Auditor, Littlejohn, made the following comments to conclude this year's audit:

*“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 regularity requirements have not been met”*

The Chairman thanked the Clerk for completing the audit.

## 6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – The owner of York Marine Services has requested permission to erect brick pillars at the main entrance and to upgrade the gate currently in place, to increase security on the site. It was agreed unanimously to grant permission to Mr Mandy and Cllr. Jemison offered to inform him of the Parish Council's decision.

It was reported that the new restaurant is on course for completion by December 2020 and should be opened in the Spring of 2021.

## 6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – In an email received before the meeting Cllr Nicholls reported that a group of older children, who broke the basket swing, are targeting other pieces of equipment and causing new damage. It was suggested that the Parish Council should consider requesting occasional visits from the Community Police Officer (particularly at weekends).

Cllr. Harrison reported high levels of litter in the park during the last month. The entrance path has been flooded again by heavy rain and Mike Dale (of Crombledale Contracting) has been asked to quote a price for raising the path.

6.5.2 *Quote from Playdale for additional loose fill* – A quote for £1,581.00 has been received from Playdale for an additional fifteen cubic metres of loose fill. Cllr. Harrison offered to contact the company to dispute their findings in their inspection report (regarding distribution of the original loose fill) and ask them to come back to redistribute it from other areas of the park.

## 6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported that six allotment holders did not pay on time and have been sent a chaser letter by the Clerk. Currently there are eighteen people on the waiting list from the village and a further eight from outside of Bishopthorpe.

## 6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Mrs Green reported that Brunswick Organic Nursery have made a request to hold their one to one meetings at Vernon House. It was agreed that this will be allowed only under the following conditions:

1. Only two people at any one time will be allowed access to the building.
2. The water system cannot be used (taps or toilets) as it has not yet been tested for Legionella.
3. Hand sanitiser must be used both before and after the visit and will be placed in the entrance hall. **Action Cllr Mrs Green**
4. Signs will be placed on the toilet and kitchen making these areas out of bounds. **Action Cllr Mrs Green**
5. Only the main room will be made available for use.

It was agreed under these terms and conditions the building will be offered to Brunswick Organic Nursery free of cost.

## 6.8 Web Page Management

6.8.1 *Monthly update* – The page is up to date.

6.8.2 *Dedicated Parish Council website* – Cllr. Harrison proposed that work should begin to create a Parish Council owned website.

**6.9 Bishopthorpe Library**

6.9.1 *Monthly update* – The Library re-opening is going well but usage is less than it was before the pandemic. Much of the footfall is usually after school, when all the families come in at once, but this is obviously not happening at the moment.

The library operates a strict ‘Track and Trace’ system for all their customers. They previously did this via the use of their library systems, but this didn’t catch people that come in, browse, and leave without borrowing or returning anything. This has now changed with details being taken at the entrance door.

Users comply with wearing masks, hand sanitising and keeping apart, but the Manger said that she didn’t expect anything else from Bishopthorpe!

The library staff are receiving lots of positive feedback with people saying how happy they are to be able to come to the library again. The only ones disappointed are the younger children who miss having toys to play with. Sadly, it may be a long time before that will be possible.

**6.10 Environmental and Sustainability**

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

**York Environment Week** will be held from the 28<sup>th</sup> November to the 6<sup>th</sup> December 2020.

Due to the erratic weather this year, small mammals are struggling heading in to winter this year. Cllr. Mrs Conley issued a reminder to leave water and seed and/or fat balls out for the birds, and cat food and water for hedgehogs. In common with many small native British mammals, they are at risk of extinction.

**York Bus Forum**

Cllr. Mrs Green reported that York has received three quarters of its fleet of electric buses for Park and Ride. They are being used on 3, 7 and 9 services. The City Council has submitted a bid for a Government funded "all-electric bus city".

6.10.2 *York Flood Alleviation Scheme September Newsletter* – Noted.

6.10.3 *Bishopthorpe Flood Alleviation Scheme – email from the Environment Agency* – details will be put on the Bishopthorpe Parish Council Facebook page.

**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 volunteers recently planted spring bulbs amongst the trees in the orchard. It hasn’t been possible to arrange the Apple Pressing Day this year due to the ongoing pandemic.

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## Financial Transactions

7.1	<u>Payments to approve</u>		
	7.1.1	<b>Cheque / Direct Debit payments</b>	
		<b>Amounts paid</b>	
		Monthly direct debit to E-On Sports Pavilion Electricity	199.00
		Monthly direct debit to E-On Village Hall Electricity	0.00
		Monthly direct debit to E-On Village Hall Gas	203.00
		The Renewable Energy Co. Vernon House Electricity (paid 27/10)	52.02
		Savills – Rent for Acaster Lane allotments	72.50
		Savills – Rent for Ferry Lane Cricket Field	150.00
		<b>Total Amount paid</b>	<b>£676.52</b>
	7.1.2	<b>On-Line Banking payments</b>	
		<b>Amounts paid</b>	
		Clerk’s Salary	700.00
		Backed-dated payment to 1/4/20	114.00
		Clerk’s Expenses- <i>(Quarterly Phone calls £2.30, A4 paper £19.49, Yellow cartridge £9.75)</i>	31.54
		Village Hall Facilities Manager	437.50
		Village Hall Facilities Manager expenses - for reopening Village Hall	65.26
		C Julie Bradley - Vernon House Caretaker	250.00
		C Julie Bradley - Vernon House Caretaker expenses	0.00
		Carol Henk – Sports Pavilion cleaning	120.00
		Carol Henk – Sports Pavilion cleaning expenses	0.00
		York Environment Forum annual subscription	10.00
		AOL Quarterly Internet Connection Charge	54.00
		Jefferson Painting and Decorating – Village Hall frontage redecorating	739.20
		A Powell – Sensory Garden gate opening / closing	87.00
		Waste collection – Sports Pavilion	55.75
		PKF Littlejohn – Annual audit fees	360.00
		<b>On-line payment total</b>	<b>3,024.25</b>
		<b>Payment Total</b>	<b>£3,700.77</b>
7.2		<b>Income Receipts</b>	
		Precept Second Payment	17,500.00
		Vernon House – Income February – March 2020	214.00
		Npower – Refund of overpayment re Sensory Garden floor lights	205.25
		Acaster Lane Allotments – cheque payments	116.00
		Acaster Lane Allotments – Bacs payments	305.00
		Appleton Road Allotments – cheque payments	174.00
		Appleton Road Allotments – Bacs payments	301.00
		Appleton Road Allotments – cash payment	10.00
		Village Hall Management Committee – badminton booking	77.50
		<b>Income Total</b>	<b>£18,902.75</b>

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

- 20/163 8 **School Governors**  
8.1 *Infants School* – Nothing to report.  
8.2 *Junior School* – Cllr. Mrs Green reported that the School had a very successful collection of "Shoe Boxes" for Children in Distress. Over two hundred boxes plus £700 (and lots of additional items) were collected from the School on Saturday 17 October.
- 20/164 9 **Parish Council Young Person of the Year Award and Community Spirit Award**  
9.1 *Committee Report* – It was agreed that the Community Spirit Award will be postponed until the Spring of 2021. Details of the nomination process will be advertised in the December edition of Link magazine. **Action Cllr Mrs Thornton.**
- 20/165 10 **Pinfold**  
10.1 *Committee Report* – Nothing to report.
- 20/166 11 **Sensory Garden**  
11.1 *Committee Report* – Nothing to report.  
11.2 *Mosaic repairs* – The repairs are ongoing.
- 20/167 12 **Police Liaison**  
12.1 *North Yorkshire Police Force* – Cllr. George reported that ten incidents have been reported in Bishopthorpe during the month of August 2020.
- 20/168 13 **Local Council Association**  
13.1 *Yorkshire Local Councils Association* – Nothing to report.  
13.2 *York Branch Meeting - 8 October 2020* – Cllr. Harrison reported that he chaired this meeting where a diverse range of topics were discussed.  
13.3 *Dates of Councillors Discussion Forum webinars* – Noted.  
13.4 *City Council Covid 19 updates* – Noted.  
13.5 *White Rose Updates* – Noted.
- 20/169 14 **Highway Matters**  
14.1 *Refurbishment of Bus Shelters in Bishopthorpe - Keble Park North and Maple Avenue* – update. Cllr. Harrison proposed that the Parish Council should contribute a sum of £1,035.00 towards the refurbishment of the bus shelter on Maple Avenue. This was seconded by Cllr. Mrs Green and agreed unanimously. **Cllr. Harrison to confirm details to the City Council.**
- 20/170 15 **Correspondence**  
15.1 City of York not covered elsewhere  
15.1.1 None  
15.2 Others  
15.2.1 None
- 20/171 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 October.

20/172 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- None

20/173 18 **Date and time of next meeting – Tuesday, November 24<sup>th</sup> 2020.**

Meeting closed at 8.28 pm