

Minutes of the virtual meeting held at 7pm on Tuesday 24th November 2020.

The Chairman opened the meeting at 7.00 pm.

Following the Government's coronavirus guidelines on meetings, the November meeting of Bishopthorpe Parish Council was conducted by virtual media over Zoom. Members of the public are welcome to join the meeting with the joining details displayed on the published agenda, details of which are displayed on the Parish Council notice board.

William and Holly Green of Acaster Lane joined the meeting to discuss item 5.1.2. to ask why the Parish Council is objecting to the application. Cllr. Mrs Conley explained that the plans show a 'terrace' which has no measurements listed in the drawings but the 'elevations proposed' document shows that this actually appears to be a balcony with a glass screen perimeter. A balcony may lead to a loss of privacy for immediate neighbours and on that basis, the Parish Council has no choice but to object to the application.

Mr Green explained that he believes that the garage will obstruct 80% of the new development and asked if the neighbours had lodged any objections to the planning proposals. In reply, Cllr. Mrs Conley stated that the Parish Council would not be made aware of neighbour objections as these are made to the City Council. Mr Green was advised that the Parish Council make a 'recommendation only' on planning proposals but the final decision rests with the City Council.

Mr and Mrs Green thanked the Parish Council for their input and left the meeting at 7.11pm.

(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 Nicholls

20/174 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.

20/175 2 Apologies for absence. Cllr. Mrs Thornton**20/176 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.*

20/177 4 Minutes of Meeting 20th October 2020

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

- 20/178 5 **Consideration of Planning Matters and recommendations of the Planning Group**
- 5.1 Notice of Applications received
- 5.1.1 **1 Ferry Lane.** Crown reduce Horse Chestnut tree by 20%; crown clean one Lime tree, remove lower branches from one Lime tree – protected by Tree Preservation Order number 7/1980. 20/02023/Tree Preservation Order. **No Objection**
- 5.1.2 **Kinellan, 33 Acaster Lane.** Two storey side and rear extension and part conversion of existing garage into living accommodation. 20/02107/FUL. **Objection** – neighbour loss of privacy
- 5.1.3 **9 Newlands Road.** Crown reduce Oak Tree by 20% and thin by 15%; crown reduce Ash Tree by 30% protected by Tree Preservation Order Number 7/1991. 20/02192/Tree Preservation Order. **No Objection**
- 5.1.4 **Pickersgill Consultancy & Planning, Garth Mews, Sim Balk Lane.** Internal and external alterations in conjunction with change of use from offices to dwelling house and including single storey front and rear extensions, reconfiguration of existing internal walls and erection of detached garage. 20/02139/LBC. **No Objection**
- 5.1.5 **35 Keble Park South.** Single storey rear extension; re-roof existing rear extension and partial conversion of garage into habitable space. 20/02181/FUL. **Objection** – ventilation issues.
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **Lyndhurst, 27 Sim Balk Lane.** Single storey rear extension, alterations to entrance on front elevation, dormer to rear, three rooflights and replacement windows throughout. 20/01580/FUL. **(No objection)** Approved
- 5.2.2 **The Orchard, 21 Main Street.** Erection of detached open garage. 20/01712/FUL. **(No objection)** Approved
- 5.2.3 **22 Myrtle Avenue.** Two storey side and single storey rear extensions following demolition of garage. 20/1599/FUL. **(No objection)** Approved
- 5.2.4 **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)** Approved
- 5.2.5 **47 Keble Park South.** Extension and alterations to existing flat roofed two storey side projection to extend this forward and put a pitched roof over the flat roof, single storey front extensions and 2.2m high wall to link house to the existing garage. 20/01680/FUL. **(No objection)** Approved
- 5.2.6 **10 School Lane.** Single storey front extension. 20/1709/FUL **(No Objection)** Approved
- 5.2.7 **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)** Approved
- 5.2.8 **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).** Approved

- 5.2.9 **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).** Approved

5.3 Large Householder Extension Notifications

- 5.3.1 None

5.4 Other Planning Matters

- 5.4.1 *‘Thinking of York from the Villages’* – On the 25th October, as part of York Design Week, a short socially-distanced walk was conducted around Bishopthorpe. Cllr. Mrs Green and Cllr. George attended to represent the Parish Council.

The aim of the event was to look at the process of building a mutual understanding between people who live in six York villages and to ask what impact big issues affecting the city may have on them. Information gleaned from participants will be collated by the University of Leeds to “*design deliberative systems that facilitate and link deep and informed conversations across York*”.

20/179

6

Services

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Nothing to report.
- 6.1.2 *Caretaker’s Contract* – Cllr. Grabowski will contact the Caretaker to ensure that she has an up-to-date contract in place. **Action Cllr Grabowski**
- 6.1.3 *Heating system overhaul* – Cllr. Grabowski reported that the heating system will be checked before the hall is reopened following the second lockdown.
- 6.1.5 *Front door key request* – As reported in the October 2020 minutes, individuals from a group used the Village Hall during the first lockdown without either permission or knowledge of the Parish Council. This action would have invalidated the buildings insurance cover and also it put the Caretaker’s health in danger. As a result, it was decided that users should be contacted to request that they return their front door keys.
- Three keys have been returned to the Clerk; from Camera Club, Friday Badminton and Bishopthorpe History Group. The Ebor Players and Tuesday Badminton Club returned their keys to the Caretaker. It is now necessary for any user to contact the Caretaker directly to obtain the new PIN code to access the hall.
- 6.1.6 *Annual one-day closure of car park* – Cllr. Grabowski will contact the Caretaker to close the car park for a twenty-four-hour period over the weekend of the 5th December 2020 (to comply with legal requirements). **Action Cllr Grabowski**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr Nicholls reported the following items:
- The sheds owned by Playgroup were recently vandalised by youths, who were subsequently arrested. This highlighted that the security light on the Sports Pavilion is malfunctioning and it was agreed that it should be reprogrammed by an electrician to work correctly.
 - An abandoned car is causing an obstruction on Ferry Lane.

- The Football Club were not allowed to play during the second lockdown.
- The moles have reappeared on the playing field.

6.2.2 *Email from Perry Chopra of iRama World – Noted.*

6.2.3 *Cricket scoreboard box – Mike Dale of Crombledale Construction has been contacted to repair the hole in the scoreboard. The box is owned by the Cricket Club and it is their responsibility to repair it.*

6.3 Finance Committee

6.3.1 *Committee Report – Nothing to report.*

6.3.2 *Resignation of Internal Auditor – Dan Pearson has resigned from the position of Internal Auditor to Bishopthorpe Parish Council after three years' service. The Parish Council would like to extend thanks to him for undertaking this role.*

Adverts for a new Auditor have been placed on two village notice boards and will be placed on the Parish Council's Facebook page.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update – Cllr. Harrison proposed that the owner of Ferry Cottage should be offered Legal Title to a small area of land on Ferry Lane, which is currently owned by the Parish Council. The transfer of title will be offered in lieu of payment for a new boundary fence between the property and Bishopthorpe Orchard. Mr Loftus will pay all legal fees to obtain title to the land.*

This was seconded by Cllr. Mrs Green and agreed unanimously.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update – Cllr. Mrs Green reported that consumption of food and drink continues in the park despite notices prohibiting this under Covid-19 guidelines. A reminder of the rules will be published in Link Magazine.*

6.5.2 *Quotes for additional loose fill – Cllr. Harrison reported that there is a problem with the bark chippings recently delivered by Playdale, which appear not to be fit for purpose. Cllr. Harrison has contacted Playdale regarding this and the Clerk was requested to withhold payment of their invoice (£3,845.39) until the matter is resolved.*

6.6 Allotments

6.6.1 *Monthly report – Cllr. George reported that there are currently nineteen people on the waiting list.*

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report – Brunswick Organic Nursery are using the building under strict Covid-19 rules to conduct one-to-one staff meetings.*

6.7.2 *Email from Omega Befriending Services – Cllr. Mrs Green reported that Omega Befriending Services is based in Shropshire and questioned why they would offer their services in York. A similar service is already provided by the City Council.*

6.8 Web Page Management

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

6.8.2 *Parish Council web site construction* – Nothing to report.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Under the second lockdown, it was necessary for all Libraries to temporarily close. The Friends of Bishopthorpe Library was conducted virtually for the first time during this period.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr. Mrs Conley reported that **York Environment Week** will be held from the 28th November to the 6th December 2020

6.10.2 *Invitation to public event (on the 4th November via zoom) for the Bishopthorpe flood alleviation scheme & query regarding signage sites (emailed to all 26/10).* Cllr. Harrison reported that the virtual meeting was attended by approximately 25 people with the Environment Agency fully responding to all queries put forward.

A compound will be located on Church Lane for the workforce and to provide shelter for machinery overnight. Once the compound is removed the Environment Agency has given assurances that the area will be returned to its original state.

It is necessary to remove twenty-three trees on Chantry Lane to ensure that the flood wall can be built. For every tree removed, the Environment Agency will plant a further five trees in the village and ideas of locations where these could be planted would be gratefully received by the Environment Agency. It was suggested that Bishopthorpe Orchard should be put in touch with the Environment Agency to discuss this proposal.

Cllr. Harrison confirmed that a dedicated pump will not be provided for exclusive use by Bishopthorpe as the cost would be prohibitive. The Environment Agency stated that a number of pumps will be shared across the York area in times of flood.

The Parish Council gave permission for erection of a new signage board at the Village Hall.

St Andrew's Trust intimated that the path (behind St Andrew's Old Church and along the riverside) which is used on a daily basis by the public, may be closed permanently following construction of the flood wall. In response the Environment Agency stated that there will be no reason to close this path post construction and that public use should continue, unobstructed, as normal.

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.

20/180 7

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 (paid 23/11/20)	199.00
Monthly direct debit to E-On Sports Pavilion Electricity (paid 2/11/20)	70.64
Monthly direct debit to E-On Village Hall Electricity	100.85
Monthly direct debit to E-On Village Hall Gas	203.00
The Renewable Energy Co. Vernon House Electricity	50.24

Total Amount paid	£623.73
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7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	700.00
Clerk's Expenses- (2021 Desk Diary £10.99, Replacement colour cartridges £24.00)	34.99
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 – hand sanitisers	5.67
Carol Henk – Sports Pavilion cleaning	150.00
Carol Henk – Sports Pavilion cleaning expenses	0.00
Andrew's Garden Services – cut lawns in Play Area 11/7 to 29/9	460.00
Sports Turf Services Ltd – Grass cuts to Ferry Lane sports field	268.80
Yorkshire Plumbing Ltd – leak at Sports Pavilion	240.99
YLCA – Course fees 11/8/20 Planning System Cllr. George	22.50
Refund of allotment fee (paid twice) to Sarah Mason	14.00
Allied Westminster – Village Hall annual insurance	1,972.56
YLCA – Course fees 22/10 Planning Cllr. Mrs Green	22.50
Dennis King Electrical Ltd – PAT testing of Sports Pavilion	164.10
Business Stream – water charges for Acaster Lane allotments	0.50
Backhouse Environmental Services – mole removal sports field	74.15
Business Stream – Sports Pavilion water charges	141.60
Business Stream – Village Hall water charges	112.37
Business Stream – Appleton Road allotments water charges	153.45
Business Stream – Vernon House water charges	6.35
City of York Council - waste collection Village Hall	60.56
Andy Powell – Sensory Garden gate opening / closing 23/10 to 26/11	105.00
Sports Turf Services – Grass cuts to Ferry Lane sports field	134.40
Ainsty Garden Services – cricket grass cuts 14/7 to 3/11 & perimeter tidy	680.00
Cllr. Mrs Green – Expenses, 'Happy to Chat' bench sign & laminating pouches	19.99
Rebecca Clark – 6 months payment – Play Area gate	357.00

On-line payment total	6,588.98
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Payment Total	£7,212.71
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7.2 Income Receipts

Allotments – Late payments	38.00
Village Hall Booking – Bacs payment, Slimming World	65.00
Village Hall Management Committee – (61) Cheque from Let’s Dance	340.00
Income Total	£443.00

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

20/181 8

School Governors

8.1 *Infants School* – Cllr. Grabowski reported that the School has entered a consultation period with the South York Multi-Academy Trust. The Junior School is a member of the Trust and if the Infant School joins, it is hoped that stronger links can be formed between the two schools.

The School is currently fund raising for their Early Years Classroom.

8.2 *Junior School* – Cllr. Mrs Green reported after many years of dedicated service the Headteacher, Jonathan Green is to retire. Sally Sutton will step in as acting Head until a new appointment is made.

20/182 9

Parish Council Young Person of the Year Award and Community Spirit Award

9.1 *Committee Report* – Nothing to report.

20/183 10

Pinfold

10.1 *Committee Report* – Nothing to report.

20/184 11

Sensory Garden

11.1 *Committee Report* – Nothing to report.

11.2 *Mosaic repairs* – Nothing to report.

11.3 *Village Christmas Tree* – Cllr. Harrison reported that Richard Williams has obtained a nineteen-foot fir tree from York Christmas Trees, for display in the Sensory Garden. The cost of the tree will be paid for by the Parish Council.

The Parish Council remain ever grateful that Mr Williams and his team take the time to locate, erect and decorate the tree every year for the benefit of the village.

20/185 12

Police Liaison

12.1 *North Yorkshire Police Force* – Nothing to report.

20/186 13

Local Council Association

13.1 *Yorkshire Local Councils Association* – Nothing to report.

13.2 *Weekly Covid-19 19 updates from the City Council* – Noted.

13.3 *Code of Conduct – further consultation by the Committee for Standards in Public Life (CSPL)* – Noted.

13.4 *White Rose Updates* – Noted.

13.5 *Training E-bulletin 13 November* – Noted.

- 20/187 14 **Highway Matters**
14.1 None
- 20/188 15 **Correspondence**
15.1 City of York not covered elsewhere
15.1.1 Update on restructure of Local Government in York and North Yorkshire – Noted.
- 15.2 Others
15.2.1 OCAY Newsletter - October 2020 – emailed to all 22/10 – Noted.
- 15.2.2 *Offer of a £100 donation – Christmas lights at 54 Main Street* – Mr Geoff Fisher, of Main Street, annually decorates his front garden with a spectacular Christmas light display, which raises money for a local charity. Mr Fisher contacted the Parish Council to seek opinion as to whether it should go ahead this year as normal. It was agreed that Mr Fisher should continue as normal in this bleak pandemic year to provide a display for the youngsters in the village. Furthermore Cllr. Harrison proposed that the Parish Council should donate £100 towards the local charity. This was seconded by Cllr. Mrs Green and agreed unanimously.
- 20/189 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 the month of November.
- 20/190 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

 - Cllr. Harrison reported that Reverend Chris Coates will be leaving the village at the end of December following eighteen years of dedicated service at St Andrew’s church. The Parish Council wish Reverend Coates well for his future.
- 20/191 18 **Date and time of next meeting – Tuesday, January 19th 2021**

Meeting closed at 8.19 pm