

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 27th February, 2024 at the Village Hall, Main Street, Bishopthorpe.

The Chair opened the meeting at 7.06 pm.

Mrs Loach of Keble Gardens and Mrs Colclough of The Orchard attended the meeting to view proceedings.

Council Members Present:

Cllr. Harrison(Chairman), Cllr. Jemison, Cllr. George, Cllr. Nicholls, Cllr. Gajewicz, Cllr. Astbury, Cllr. Green (until 7.44pm), Cllr. Stephen, Cllr. Mason and Cllr. Thornton.

24/19 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.

24/20 2 **Apologies for absence.**

None

24/21 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 items were declared.*

24/22 4 **Minutes of Meeting, 17th January 2023**

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

24/23 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **8 Maclagan Road.** First floor side extension. 23/02197/FUL. **No Objection**

- 5.1.3 **Land Comprising Part Agricultural Field South of Moor Lane, Bishopthorpe.** Erection of an agricultural barn. 24/00113/FUL. **No Objection**
- 5.1.4 **Iona Lodge, Acaster Lane.** Fell two conifers (front garden) and one Norway Maple (back garden) – trees in Tree Conservation Area. 24/00230/Tree Conservation Area. **No Objection**
- 4.5.2 Notice of decisions given (Parish Council decisions are highlighted in blue)
- 5.2.1 **21 Keble Park Crecent.** Two storey side and single storey front extensions and alterations to existing fenestration. 23/02106/FUL. **No Objection.** Application withdrawn.
- 5.2.2 16 Wolsey Drive. Dormer roof extensions to front and rear roof slopes. 23/02014/FUL **No Objection.** Approved
- 5.2.3 5 Acaster Lane. Two dormers and one rooflight to rear and three roof lights to front – resubmission. 23/01999/FUL. **No Objection.** Refused
- 5.2.4 **16 Church Lane.** Porch to front of numbers 16 and 18 Church Lane. 23/02033/FUL. **No Objection.** Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 **6 Melton Drive.** Roof extensions to include dormer to rear roof slope and raised ridge height. 23/02006/FUL **No Objection.** Approval of Householder Planning Permission.
- 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 – The Planning Inspectorate has not responded to Cllr. Harrison’s request for an update on this application.*
- 5.4.2 **Land to South of Sim Balk Lane.** Erection of one hundred and fourteen dwellings with access, open space, landscaping and sustainable drainage. 24/00129/FULM. **Objection**

This planning application was fully debated by the Parish Council who decided to object with reference to the following issues:

- Development of Green Belt Land.
- Under-development of Brown Field sites with full planning permission.
- A call for a new traffic study to be undertaken in York College term time.

- Clarification of the anticipated impact of student parking in the estate.
- Confirmation that the road design has been reconsidered in line with comments from the public consultation.
- Confirmation that the public transport issue has been addressed.
- Absence of community and health facilities.

24/24

6 Services**6.1 Village Hall Management Committee**

- 6.1.1 *Management Committee Report* – Cllr. Green asked the meeting to approve free use of the Village Hall on the 20th April to hold a ‘Repair Café’. This was granted.

Cllr. Thornton reported that the hall had a deep clean and was left in sparkling condition. However, this has rapidly deteriorated with regular use over the past couple of weeks. To maintain higher levels of cleanliness the Caretaker has agreed to clean the hall twice weekly going forward.

- 6.1.2 *External Repairs* – Cllr. George tried to obtain three quotes for the external repairs. Only one quote has been given to the Parish Council with the other two companies failing to reply. Cllr. Harrison proposed that the quote from Billy Newell for £7,740 should be accepted. This was seconded by Cllr. Thornton and agreed unanimously.

Cllr Harrison has chased Acaster Forge to mend the broken railings and the concrete step at the front of the hall.

- 6.1.3 *Five-year electrical test due (undertaken 16/2)* – An Electrical Installation Condition Report (EICR) must be undertaken every five years for insurance purposes. Dennis King Electrical Ltd inspected the hall on the 16th February and eight items were noted in their report which require attention. **Action Clerk.**

- 6.1.4 *Annual Gas Boiler test due – (undertaken January 2024)* - The inspection was arranged by the Caretaker who asked Andy Mills Plumbing to undertake the job.

- 6.1.5 *Fire Safety Legislation changes guidance for non-residential premises* – Minor changes in procedure are needed to ensure compliancy. Cllr. Thornton, Cllr. George and Cllr. Stephen will arrange a meeting to discuss how these can be incorporated into a weekly check system. **Action Village Hall Management Committee**

- 6.1.6 *Floor Polishing and Painting Badminton Court Lines* – Cllr. Stephen advised that one quotation for £3,000 (to sand and seal the floor) and

£450 to repaint the badminton lines has been received. Two further quotes will be obtained. **Action Cllr. Stephen**

6.1.7 *Antiques Fair held in Village Hall* – When removing the Cricket Club posters Cllr. Thornton offered to remove the Antique Fair posters (that were left by the company at locations around the village) at the same time.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr Nicholls gave the following report:

- *Hunt, Catch, Kill* have been called out to tackle the mouse infestation in the Sports Pavilion.
- TimCo Plumbing was on site early in the month to complete the internal alterations. However, the work has yet to be completed.
- Bishopthorpe Playgroup has asked for a heater in the toilets, which are too cold in the winter.
- Following a successful recruitment drive Bishopthorpe Cricket Club now has a membership of over fifty players. Cllr. Jemison offered to arrange inspection of their roller to assess the damage and report back to the Parish Council in March. **Action Cllr Jemison**
- The Cricket Club has been asked to produce a budget for the year ahead together with a new Constitution. Cllr. Thornton and Cllr. Astbury are part of the newly formed Cricket Club Committee and will provide help and guidance to them this season.

6.2.2 *Cricket scoreboard rebuild* – Cllr Thornton will have a conversation with the Cricket Club to see how they wish to progress this item. **Action Cllr Thornton**

6.2.3 *Five-year electrical test due* – This report expires in April 2024. A full inspection has been arranged with Dennis King Electrical Ltd for March 27th. **Action Clerk.**

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Committee Report* – A request from Mr Mandy to take over the ownership of the lease for Field 84 has been declined. The Parish Council decided to leave the lease with The Boatyard York Ltd.

Cllr Jemison reported that the land leased to The Boatyard York Ltd is not registered on the Land Registry. Cllr. Harrison will consult the Title Deeds and then take this matter forward.

- 6.4.2 *Email from Mr T Smith: rubbish dumped by the riverside* – Cllr. Harrison commented that the Parish Council was informed about the rubbish in the field and the City of York Council has been advised.

6.5 Youth Support and Children’s Recreation

- 6.5.1 *Monthly Park inspection* – Cllr. Thornton had the inspection bag for February and reported that there was no litter in the park during the last month. The broken wooden edging, which was causing a trip hazard, was removed. Cllr. Thornton reported that following a heavy downpour there was a large amount of standing water on the path and underneath the swings. This however drained away in the following days.

The inspection bag was passed to Cllr Harrison for the upcoming month.

6.6 Allotments

- 6.6.1 *Monthly report* – Cllr. George reported the following items:

- One of the holders at the Appleton Road Site reported a smell of sewage when they were removing their ruined crop of root vegetables (following the flood over the Christmas holiday).
- Yorkshire Water confirmed that the sinkhole (reported last month) is not a problem and has since been filled in.
- Lucion Services visited the Acaster Lane site on the 23rd February and will publish their asbestos report on the 26th. The asbestos report for Appleton Road has confirmed a ‘watching brief’ for the shed, which was a suspected asbestos issue. Cllr. George has requested a quote to remove all structures of concern.
- There are currently seven people on the waiting list.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

- 6.7.1 *Monthly Report* – Cllr. Green reported that Treasurer is back for the AGM on the 20th March.

The annual PAT test has been undertaken by Electrotest.

It was agreed that a smart meter could not be installed at the building as it is a three-phase supply i.e. there are three electricity meters in the building.

- 6.7.2 *Bishopthorpe Hedgehog Group – request for free use of Vernon House for a meeting* – The request was withdrawn.

6.8 Web Site Management

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

6.8.2 *ROIs (Register of Interests) to be displayed on the Parish Council website* – This information must be displayed on the Parish Council’s website in line with our statutory obligations by 1st April 2024. **Action Cllr. Mason and Cllr. Astbury**

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Cllr. Gajewicz confirmed that Bishopthorpe Library is continuing with its fundraising scheme.

Cllr. Harrison obtained a quote of £2,080 for a new window and replacement door at the Library. This will be funded by a donation of £500 from Cllr. Green’s Grand Recycling Day and £750 each from the Parish Council and Ward Councillor. Cllr. Harrison offered to progress this item with Library Officials. **Action Cllr Harrison**

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Nothing to report

6.10.2 *Bishopthorpe Flood Defences* – Cllr. Mason reported what happens when the River Ouse is predicted to flood:

- If the Viking Recorder <https://check-for-flooding.service.gov.uk/station/8208> is predicted to go to 5m this is the trigger point for pumps to be supplied to Bishopthorpe by Yorkshire Water and for the flood gates, at the bottom of Chantry Lane, to be closed by the City Council.
- Once the river has reached a 5m flood level the sewer cannot discharge surface water and therefore it is important that the pumps are in place and operational before this level is reached.
- Cllr. Mason advised that as the incidence of flooding is increasing, all homeowners are being encouraged by Yorkshire Water to ‘Slow The Flow’ by the use of Sustainable Urban Drainage (SuDS) – www.slowtheflow.net Urban SuDS include amongst others, rain gardens, green roofs, ponds, permeable paving and ‘leaky’ water butts.

Cllr. Harrison asked if an automatic pump could be installed in Bishopthorpe which could potentially be funded by the Parish Council. Cllr. Mason offered to obtain a cost for this, which will be discussed at the March meeting.

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

24/25 7 **Financial Transactions**

7.1 Payments to approve

7.1.1 **Cheque / Direct Debit payments**

Amounts paid

3GUK – Internet provision for Vernon House	22.00
B.Online – Village Hall Wi-Fi connection monthly charge (25/1/24)	31.73
B.Online – Village Hall Wi-Fi connection monthly charge (25/2/24)	31.73
GoCardless, York Wi-Fi Solutions – monthly charge for Village Hall maintenance	24.00
Monthly direct debit to E-On Sports Pavilion Electricity (A-CA601F36)	100.00
Monthly direct debit to E-On Village Hall Electricity (A-BB34F196)	259.21
Monthly direct debit to E-On Village Hall Gas (A-724142FO)	431.05
The Renewable Energy Co. Vernon House Electricity	57.56
Total Amount paid	£957.28

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	833.00
Clerk’s Expenses	0.00
M Haynes - Village Hall Facilities Manager	452.00
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	180.00
C Henk – Sports Pavilion cleaning expenses	0.00
Advance Fire – refill of fire extinguisher Village Hall	56.70
Alice Thornton, Cleaning Services for Village Hall	200.00
Andy Mills Plumbing – Annual service Village Hall boiler	190.00
Andy Mills Plumbing – Callout to broken Village Hall boiler / top up system and bleed	120.00
Andy Mills Plumbing – Supply / fit electrode detection ignition Village Hall boiler	247.67
Business Stream – Allotments, Appleton Road	89.89
Business Stream – Sports Pavilion	42.30
Business Stream – Village Hall	91.80
Dennis King Ltd – 5 year electrical condition report for Village Hall	883.20
Lucion Services – Asbestos report, Parish Council land & buildings	1,056.00
R Clark – locking / unlocking Play Area 22/10/23 to 17/2/24	357.00
York Bus Forum – Annual membership fee	15.00
On-line payment total	5,064.56
Payment Total	£6,021.84

7.2 Income Receipts**Village Hall rental income:**

Village Hall rental income	2,764.81
Vernon House rental income	0.00
Total Income	£2,764.81

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

24/26 8 School Governors

8.1 *Infants School* – Nothing to report.

8.2 *Junior School* – Nothing to report.

24/27 9 Gordon Watkins Community Award

9.1 *Committee Report* – Cllr Thornton offered to begin the Award process in Spring.

24/28 10 Pinfold

10.1 *Committee Report* – Nothing to report.

24/29 11 Sensory Garden

11.1 *Committee Report* – Cllr. Astbury will chase Brunswick Organic Nursery to provide quotes for the village hanging baskets and flower barrels. The Parish Council is not hopeful that the Nursery will be able to undertake this job and therefore Cllr. Astbury was asked to source other nurseries for quotes. **Action Cllr Astbury**

11.2 *Mosaic repairs* – The mosaic broke in 2018 when the Christmas tree was placed on top of it. The library staff collected the broken pieces, which have then been passed sequentially to (ex) Cllr. Mellors, Cllr. Harrison, Cllr. Gajewicz, and Cllr. Thornton. In the meeting it was agreed that Cllr. Thornton will now pass them to Cllr. Astbury who will try once again to engage Mrs Williams in the repair. **Action Cllr Astbury**

24/30 12 Police Liaison

12.1 *Ward Manager's Report* – Cllr. George reported that four incidents were reported in December 2023 that include one criminal, two violence and one theft report.

24/31 13 Local Council Association

13.1 *Yorkshire Local Councils Association* – Cllr. Harrison asked the Clerk to book him a place on the 'Assets Training Day' to be held on the 27th April. **Action Clerk.**

13.2 *FREE WEBINAR: Raising Regular Funds for Community Projects* – Noted.

13.3 *White Rose Updates* – Noted.

13.4 *Email from North Yorkshire Council: Land Managers & Farmers Engagement Events (1) - North Yorkshire & York Local Nature Recovery Strategy – Noted.*

13.5 *Home Office Webnar on Martyn’s Law – 13th February 3pm – 4pm – Noted.*

24/32

14 Highway Matters

14.1 In his capacity as Ward Councillor, Cllr. Nicholls held a site meeting with a representative from the City Council Highways Department to discuss the pressing issue of potholes. The City Council agreed that four village roads in particular are in bad condition.

The City Council then explained that to prevent road surface erosion in future they are looking to employ a series of (unpaid) *Road Inspectors* comprising from local residents. Reports from these Inspectors will help inform the City Council of potential future potholes that can be repaired in their formative stage at a reduced cost to the City Council. Cllr. Nicholls will advertise further details on Facebook.

Cllr. Harrison asked the Clerk to obtain a quote for a replacement Bishopthorpe boundary sign: the one on Appleton Road has been damaged. **Action Clerk.**

An email was received from Geoffrey Harvey who informed the Parish Council that his car was damaged by a pothole opposite the Marcia public house on the 21st February. Mr Harvey informed the Parish Council that it would be billed for the replacement new tyre. Cllr. Harrison sympathised with Mr Harvey but advised him to forward the invoice to the City Council for payment.

24/33

15 Correspondence

15.1 City of York not covered elsewhere

15.1.1 *None*

15.2 Others

15.2.1 *None*

24/34

16 Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:

- Cllr. Nicholls reported that a *community tool shed* maybe set up in Bishopthorpe for use by villagers. This would effectively operate as a lending library for tools.
- The drain outside the Village Hall has been repaired.
- Bishopthorpe Doctors surgery has declined the offer to set up a satellite surgery at Vernon House. They state that the premises are not suitable for a variety of reasons that include security of drugs, adequate waste disposal facilities and space for a receptionist. Cllr. Nicholls suggested that the Doctors should call

a public meeting in the village to explain how services will be transferred to Copmanthorpe. It is hoped that this meeting could form part of the next Ward Councillor meeting (date to be advised).

- Service of the No11 bus will be hourly with effect from April 2024.

24/35 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. George confirmed the emails from the defibrillator company are being sent to Cllr. George, Cllr. Astbury and the Clerk.
- Cllr. George reported that the cost of a hearing loop is £1,130 for the microphone and three receivers. This was tested at tonight's meeting.

24/36 18 **Date and time of next meeting – Tuesday, 26th March 2023 at 7pm at the Village Hall.**

Meeting closed at 9.17 pm