

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 26th March 2023 at the Village Hall, Main Street, Bishopthorpe.

The Chair opened the meeting at 7.00 pm.

Two parishioners attended the meeting:

Mrs June Whittaker, of Keble Park North, asked the Parish Council if the application to make the footpath between Chantry Lane and Ferry Lane a Public Right of Way (PROW) has been successful. A fallen tree is blocking the path for walkers and Mrs Whittaker asked if it could be removed.

Cllr. Harrison reassured Mrs Whittaker that the Parish Council is making all efforts to register this path as a PROW and the registration application has been submitted to the Planning Inspectorate and is awaiting decision. The Parish Council also intend to make an offer to St Andrew's Trust to part fund the removal of the tree (refer Item 5.4.1).

Mr Andrew Farndale, of Harcourt Close, attended the meeting to report on the poor state of village roads. Mr Farndale took photographs of the worst potholes and emailed the City Council with details. Seven roads are of particular concern and all have been reported to the City Council by Mr Farndale.

The Parish Council is very aware of the issue and all efforts are being made by the City Council to repair the roads within their limited budget. The City Council has recently launched a new initiative to invite village volunteers to spot potholes before they become a serious issue. If they can be repaired in their formative stage, they are less expensive to mend. The City Council is willing to train volunteers to inspect roads in their local area and anyone interested in volunteering should contact the Ward Councillor, Cllr. Nicholls, on cllr.mnicholls@york.gov.uk

Both parishioners left the meeting at 7.17 pm

Council Members Present:

Cllr. Harrison, Cllr. Jemison, Cllr. George, Cllr. Nicholls, Cllr. Gajewicz, Cllr. Astbury, Cllr. Green and Cllr. Stephen.

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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.

24/38 2 **Apologies for absence.**

Cllr Thornton and Cllr Mason

24/39 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.*

24/40 4 **Minutes of Meeting, 27th February, 2023**

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

24/41 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **67 Main Street.** Single storey rear extension, dormer to rear, porch to front and removal of door opening to side elevation. 24/00341/FUL. **Objection**

5.1.2 **18 Maple Avenue.** Two storey side, first floor and single storey rear extensions and rear dormer and rooflight to front elevation. 24/00333/FUL. **No Objection**

5.1.3 **Old School Medical Centre, Church Lane.** Change of use from doctor's surgery to one dwelling. Two storey side extension, first floor rear extension and installation of solar panels to rear roof slope. 24/00351/FUL. **No Objection**

5.1.4 **Ebor Hotel, Main Street.** Works to remove existing render and white paint from external elevations. 24/00242/LBC. **Objection**

5.1.5 **Arndean, Moor Lane.** Erection of one dwelling following demolition of two semi-detached houses. 24/00364/FUL. **No Objection**

5.1.6 **5 Neville Drive.** Single storey rear extension and addition of pitched roof form to front following demolition of existing garage. 24/00484/FUL. **Under discussion c/f April Agenda**

5.1.7 **46 Bridge Road.** Two storey side/rear extension, porch to front and fence to southern site boundary following removal of hedge and

existing detached garage. 24/00477/FUL. **Under discussion c/f April Agenda**

- 4.5.2 Notice of decisions given (Parish Council decisions are highlighted in blue)
- 5.2.1 **5 Neville Drive.** Single storey front, side and rear extensions following demolition of garage. 23/02259/FUL. **No Objection Refused**
- 5.2.2 **1a Keble Park South.** Two storey side and single storey rear extensions. 23/01751/FUL. **No Objection Approved**
- 5.2.3 **9 Temple Road.** Two storey side and rear extension, single storey rear extension, dormer to rear and solar panels to proposed side extension roof. 23/02037/FUL. **No Objection Approved**
- 5.2.4 **Iona Lodge, Acaster Lane.** Erection of one detached dwelling following demolition of dwelling. 23/01780/FUL. **No Objection Approved**
- 5.2.5 **8 Maclagan Road.** First floor side extension. 23/02197/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 – Cllr. Harrison responded to correspondence from Mr Kennedy of Chantry Lane in connection with this item.*
- To clarify the suggestion made earlier in the meeting: Cllr. Harrison proposed that the Parish Council should approach St Andrew's Trust with an offer to make a donation towards the removal of a tree, which is blocking riverside access. This was seconded by Cllr. Jemison and agreed unanimously. **Action Cllr Harrison.**
- 5.4.2 *Email from Copmanthorpe Parish Council re Planning Application ZG2023/1074/FULM – Bishopthorpe Parish Council has been contacted by the Chairman of Copmanthorpe Parish Council regarding a planning application that requires the transport of 96,000 tons of soil to Acaster Airfields to remediate subsided agricultural land.*
- This could result in thirteen trips per day to the site (and thirteen return journeys) for up to two years. Acaster Airfield can only be accessed via Bishopthorpe, Copmanthorpe or Appleton Roebuck and with the implementation of the weight restriction on the Bishopthorpe bridge on Copmanthorpe Lane only two possible routes would be open to the

transportation of the soil. The Chairman asked Bishopthorpe Parish Council to join forces with Copmanthorpe Parish Council and Appleton Roebuck Parish Council to object to the planning proposal.

Cllr. Astbury commented that some exceptionally large lorries are coming into the village again. If empty they can go over the bridge but if full, they should not be using the bridge, due to the weight restriction.

- 5.4.3 **59 Main Street** – A query has been raised with the City Council about a chimney removal, which is not contained in the original plan 22/02606/FUL. This matter is being investigated.

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Services6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Parking in front of the Village Hall fire doors is an ongoing issue and the yellow lines may need repainting to cordon off the area. Cllr. Nicholls offered to contact the City Council to ask if their line painters could undertake this job. **Action Cllr Nicholls**
- 6.1.2 *External Repairs* – Building work is scheduled to commence on 29th May. Scaffolding will be put on the side of the building to aid removal of the chimney stack.
- 6.1.3 *Fire Safety Legislation changes guidance for non-residential premises – confirmation that policy changes have been made* – This item is ongoing.
- 6.1.4 *Rural York Community Buildings Funding Survey* – The email survey from Rural York was completed by Cllr. Harrison on behalf of the Parish Council.
- 6.1.5 *Bishopthorpe Playgroup* – The group requested an up to date risk assessment of the Village Hall from the Parish Council. Cllr. Thornton is currently in the process of updating this and a copy will be sent to the group on completion. **Action Cllr Thornton**
- 6.1.6 *Floor polishing / repainting* – A second quotation has been received for repolishing the Village Hall floor, which matches the first. (Both are around £4,200.) A third company did not respond. A decision will be made by the Village Hall Management Committee which quote to accept.

To preserve the condition of the repaired floor Cllr. Green wondered if users should be requested to change their outdoor shoes when participating in group activities such as yoga or zumba. Whilst in principle this may be a good idea the audience at the village

pantomime, who attend in their hundreds, would offset any previous preservation work. It was agreed to place a large door mat at the entrance to help remove outside dirt. **Action Cllr George**

6.1.7 *Electrical Inspection Recommendations for consideration:*

- Create access panel for water bond, quote required
- Upgrade RCSs to Type A devices £670.28
- Replace existing MCBs with RCBOs to provide RCD protection to circuits – quote required
- Replace failed fluorescent lights with LED equivalents £1,166.50
- Fit surge protection in the hall, quote required

All C2 items noted in the Electrical Installation Condition Report (EICR) have been repaired and certified to the Insurance Company.

The C3 items are quoted above and the clerk offered to ask for full quotes from Dennis King Electrical for consideration at the April meeting. **Action Clerk.**

6.2 Sports and Leisure Management Committee

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

- Dennis King provided a quote of £579.24 to fit a low surface temperature heater in the Sports Pavilion toilets. The quote was accepted and the Clerk will instruct Dennis King to go ahead with the installation. **Action Clerk.**
- TimCo has completed the internal alterations.
- Cllr. Thornton has accepted the position of Chair of the new Cricket Club Committee for this season. Cllr. Astbury is also taking a Committee role and their first meeting will be in April.
- The Cricket Club are grateful to Cllr. Jemison who has helped with repairs to their roller and lawn mower.

6.2.2 *Cricket scoreboard rebuild* – Nothing to report.

6.3 Finance Committee

6.3.1 *Committee Report* – Following a City Council eleventh-hour change in rules, the Clerk undertook a heavy workload to submit a Double Taxation claim on behalf of the Parish Council for the sum of £11,813. Following assessment, a sum of £9,057 has been refunded to Bishopthorpe Parish Council, which although higher than anticipated, was reduced due to the Parish Council undertaking more grass cuts per year than the City Council will fund. In recognition of the increased workload Cllr. Harrison proposed that the Clerk should be paid a £250 bonus. This was seconded by Cllr. Jemison and agreed unanimously.

Cllr. Green gave details of a Community Ownership Fund that is a

“... £150 million fund over 4 years to support community groups across England, Wales, Scotland, and Northern Ireland to take ownership of assets, which are at risk of being lost to the community”

Cllr. Green offered to investigate if Vernon House may be eligible.

Hearing Aid Loops: Cllr. George proposed purchasing a portable hearing loop for council members to use at meetings. The hearing loop company based in Sheffield has sold such a system to a similar sized council and it works well. The cost is £1,130 for the microphone with additional receivers costing approximately £135 each. This was seconded by Cllr. Jemison and agreed unanimously. It was agreed the Parish Council will purchase the microphone and two receivers.

Action Cllr George

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Cllr. Jemison reported the new owners of The Boatyard York Ltd are tidying the site.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly Park inspection* – Cllr. Harrison had the inspection bag for the past month and reported a small amount of graffiti has been removed by Karen Johnson – The Parish Council is grateful to Mrs Johnson for undertaking this job.

The bag was passed to Cllr Gajewicz for the upcoming month.

Following the annual inspection of the park in January the Clerk has chased Playdale on three occasions for a quote to repair the minor “wear and tear” damage to equipment and to replenish the bark. No response has been received from the company; therefore it was agreed that Ashfield Woodchip will be asked to supply twenty-five cubic metres of play grade bark to the Parish Council. A grant of £1,000 was received from the Ward Committee budget towards the cost of the bark. The company has been used previously and supplied good quality produce. **Action Cllr Jemison**

6.6 Allotments

6.6.1 *Monthly report* – There are seven people on the allotment waiting list across both sites.

Cllr. George will issue letters to six plot holders at Acaster Lane where asbestos has been found in their sheds. The Parish Council will offer to remove the sheds at no cost to the plot holders but will not replace

the sheds. If the plot holders refuse the offer they will be required to remove the sheds at a later date at their own cost.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

- 6.7.1 *Monthly Report* – The kettle at Catalyst Community Resource Group has broken. A replacement has been bought and the old one will be taken to the repair café to be mended and held in reserve.

Vernon House held their AGM last week but fewer people than last year attended. An increase in rental charge was proposed. Julie Bradley, the Caretaker, was thanked for all her hard work. Cllr. Green proposed that Barry Wilson and his wife should be taken to D'Oylys Tearoom and treated to afternoon tea by the Parish Council to thank him for the unpaid work he undertakes all year round in the Vernon House garden. This was seconded by Cllr. George and agreed unanimously. **Action Cllr Green**

6.8 Web Site Management

- 6.8.1 *Monthly update* – The website is not up to date. This item will be raised at the April meeting when the website administration is present.

- 6.8.2 *ROIs (Register of Interests) to be displayed on Parish Council website by 1st April* – These need to be displayed on the Parish Council's website by the 1st April. **Action Cllr. Mason**

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* – Cllr Gajewicz reported that she was unable to attend the last meeting at the Library but reported they held a quiz and is waiting to hear of the outcome.

The Parish Council has been given permission by Explore to install new windows at the side of the library. These will be financed jointly by a donation from the Bishopthorpe Recycling Day (thanks to Cllr. Green), and the Parish Council.

6.10 Environmental and Sustainability

- 6.10.1 *Monthly Report* – There will be a second Repair Café at the Village Hall on the 20th April. An appointment system will be applied to ensure everyone is seen.

In 1975 the Parish Council ordered a skip to tour the village on a monthly basis to collect unwanted items from parishioners. As the City Council propose to introduce a charge for green bins in 2025/26, Cllr. Green wondered whether it maybe a consideration for the Parish Council order a touring skip for green waste. After a brief discussion it was agreed this would be unfeasible.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Cllr. Mason supplied a quote, on behalf of Yorkshire Water, of £300k to install a permanent pump on Chantry Lane to deal with flood water. However, Cllr. Harrison has costed a much reduced alternative – a sump pump – and wishes to organise a meeting with Yorkshire Water, the Environment Agency and the Ward Councillor to discuss if this could be a consideration.

6.12 Bishophthorpe Orchard

6.12.1 *Committee Update* – Nothing to report

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7 **Financial Transactions**

7.1 Payments to approve

7.1.1 **Cheque / Direct Debit payments**

Amounts paid

H3G – Internet provision for Vernon House	22.00
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)	200.00
Monthly direct debit to E-On Village Hall Gas (A-724142FO)	431.05
Ecotricity – Vernon House electricity supply	1,052.12
Total Amount paid	£1,829.17

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	833.00
Clerk's Expenses – new Parish Council date stamp	34.79
Bonus payment to Clerk for Double Taxation audit	250.00
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	59.00
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 Mills Plumbing – fit pressure reducing valve to Village Hall boiler	194..87
A Powell – Sensory Garden gate daily opening / locking	462.00
Ainsty Landscapes – Grass cutting sports field, Ferry Land	0.00
Albion Detection – Return carriage charge for detection equipment	44.28
Business Stream – Vernon House	39.06
City of York Council - Backdated insurance increase for Vernon House	206.90
Cllr. George – keys cut for Village Hall	13.50

Darren Miles Joinery – various repairs to Village Hall kitchen, sink and toilet	240.00
Dennis King Electrical Ltd – Repair of C2 items from five year test	193.50
Electrotest – PAT test of Vernon House	87.50
G&G Signs – Bishopthorpe Boundary sign – Appleton Road	155.04
HMRC Employers NIC monthly payment	0.00
PPL / PRS Music Licence for Village Hall	138.72
Sports Turf Services Ltd – Grass cutting cricket field, Ferry Lane	0.00
Yorkshire Local Councils Association Cllr. George course fees	25.00
On-line payment total	3,784.66
Payment Total	£5,613.83

7.2 Income Receipts

Village Hall rental income	1,159.25
Double Taxation refund from City of York Council	9,057.08
Vernon House rental income	885.23
Total Income	£11,101.56

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

- 24/44 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Nothing to report
- 24/45 9 **Gordon Watkins Community Award**
- 9.1 Committee Report – Nothing to report. .
- 24/46 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 24/47 11 **Sensory Garden**
- 11.1 *Committee Report* – £600 has been spent in last month to purchase new shrubs, a cherry tree, loose pebbles and bark for the garden to control the weeds and a new bench.
- A Ward Committee Grant was applied for and £937 was received. The remaining balance of £337 will be spent on seasonal planting over the coming year.
- 11.2 *Mosaic repairs* – This item has been on the Agenda since July 2018, with no update this month.
- 24/48 12 **Police Liaison**
- 12.1 *Ward Manager’s Report* – Cllr. George reported the following crime statistics for the month of January 2024 in Bishopthorpe: one public disorder and one violence.

- 12.2 *“Your Police Service, Your Say” – Commissioner Zoë to host online meeting driven by interest from the public – Noted*

24/49 13 **Local Council Association**

- 13.1 *Yorkshire Local Councils Association – There has been no recent meeting.*

- 13.2 *Photograph request for YLCA Annual Review 2023-2024 – Noted*

- 13.3 *Webinar - North Yorkshire and York LNRS - Tuesday 26th March from 7pm to 8pm- Noted*

- 13.4 *White Rose Updates – Noted*

24/50 14 **Highway Matters**

- 14.1 *Brunswick Organic Nursery, cost of village flower displays – Brunswick Organic Nursery will install fourteen new wooden barrels (including plants and soil) at a cost of £1,033. However they are unable to water them weekly. Cllr. Green suggested a ‘barrel adoption scheme’ could be advertised in Link Magazine whereby parishioners commit to adopting a single barrel and commit to watering it.*

- 14.2 *Bishopthorpe Boundary sign, Appleton Road – The new sign for Appleton Road has been ordered and delivered to the Clerk. Cllr. Jemison kindly offered to install the sign.*

24/51 15 **Correspondence**

- 15.1 City of York not covered elsewhere

- 15.1.1 None

- 15.2 Others

- 15.2.1 *York 10K consultation - 5 months out! – Noted.*

- 15.2.2 *Bishopthorpe Festival – The festival will take place on the 15th September and the organisers have asked if the Parish Council will fund the road closure as previously. Cllr Harrison proposed that the Parish Council pay for the cost of closing Main Street. This was seconded by Cllr. Astbury and agreed unanimously.*

24/52 16 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:**

- Defra has launched a UK Shared Prosperity Fund for rural sites. Cllr. Nicholls will investigate if sites in the village may benefit from the fund.
- Bishopthorpe Doctors Surgery has agreed to give a talk at the next Ward Committee meeting. The venue and date will be confirmed when known.
- Contact with the Ward Councillor, Michael Nicholls, can be made at cllr.mnicholls@york.gov.uk

- 24/53 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr. Green reminded the meeting that a Repair Café will be held on the 20th April in the Village Hall.
- 24/54 18 **Date and time of next meeting – Tuesday, 23rd April 2023 at 7pm at the Village Hall.**

Meeting closed at 8.31 pm