

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 23rd April 2024 at the Village Hall, Main Street, Bishopthorpe.

The Chair opened the meeting at 7.15pm, following the Annual Parish Meeting.

Two members of the public were present.

June Whittaker of Keble Park North and Yvonne Styan of Ramsey Avenue.

Mrs Styan commented that the loss of the Doctors surgery in the village is of great concern to many villagers and asked the Parish Council for an update. Cllr. Harrison confirmed the Parish Council offered alternative premises to the Doctors (as a satellite surgery) to remain in the village but these were deemed unsuitable and the decision was made to relocate to Copmanthorpe. The Ward Councillor, Cllr. Nicholls, then invited Mrs Styan to attend the meeting of the Ward Committee, to be held on Thursday 25th April, when the Doctors will be present to answer questions.

Mrs Styan thanked the Parish Council for the information and left the meeting at 7.21pm. Mrs Whittaker remained to listen to the April Parish Council meeting.

Council Members Present:

Cllr. Harrison, Cllr. Jemison, Cllr. George, Cllr. Nicholls, Cllr. Gajewicz, Cllr. Astbury, and Cllr. Thornton.

24/55 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.

24/56 2 **Apologies for absence.**

Cllr. Green, Cllr. Stephen, Cllr. Astbury and Cllr. Mason

24/57 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.*

24/58 4 **Minutes of Meeting, 26th March 2024**

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

24/59 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

5.1.1 **Ebor Hotel, Main Street.** Internal and external works to include removal of render/paintwork to expose the original brickwork and demolition of existing front entrance porch. 24/00494/LBC. **Objection**

5.1.2 **63 Keble Park South.** Two storey side and single storey rear extension following demolition of existing conservatory. 24/00573/FUL. **No Objection**

5.1.3 **Iona Lodge, Acaster Lane.** Variation of condition 2 of permitted application 23/01780/FUL to alter the approved plans and elevations. 24/00602/FUL. **No Objection**

5.1.4 **48 Keble Park Crescent.** Two storey side extension, single storey front and rear extensions. 24/00613/FUL. **No Objection**

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

5.2.1 **Moor Farm, Moor Lane.** Erection of four dwellings with associated parking, access and landscaping following demolition of existing commercial units and sheds. 23/02328/FUL. **No Objection** Approved

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

5.2.3 **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**

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 – No update from the Planning Inspectorate.*

The Parish Council offered financial assistance to St Andrew's Trust for removal of the fallen tree blocking the footpath. In reply St Andrew's Trust thanked the Parish Council and further confirmed it is seeking £6,000 from public donations. The money raised will be used to undertake a comprehensive riverside tree inspection, make repairs to the damaged metal railings and increase their insurance cover. St Andrew's Trust intend to keep the pathway closed during this time.

Donations to the appeal are invited from the public. However it is unclear how these can be made as St Andrew's Trust has not advertised the appeal on their webpage or on social media.

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6 **Services**

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report –*

- A new, large, doormat has been purchased and placed at the main door entrance. It is hoped this will reduce wear and tear on the main hall floor. It was commented that the main door entrance should be used at all times by all user groups (and not the fire door).
- The City Council has been contacted to ask if they could repaint the yellow lines directly in front of the fire doors to prevent parking in this area.
- The Booking Form and the Terms and Conditions of Hire have been updated by Cllr. Thornton.
- A risk assessment of the hall has been undertaken by Cllr. Thornton and the Caretaker and the document has been updated.
- Cllr. Harrison confirmed that he applied for Community Funding for the Village Hall. A meeting has been arranged on the 2nd May to progress this application.

6.1.2 *External Repairs – Building work is scheduled to commence at the end of May.*

6.1.3 *Fire Safety Legislation changes guidance for non-residential premises – Following the introduction of new legislation the Village Hall Management Committee is deciding which template is most suitable for adoption for the Village Hall.*

- 6.1.4 *Bishopthorpe Playgroup request for a risk assessment* – The updated document has been passed to the Playgroup.
- 6.1.5 *Floor polishing / repainting* – Before the meeting, by email, Cllr. Stephen reported that two further quotes have been received allowing the Parish Council to make a decision which quote to accept at the May meeting.
- 6.1.6 *Electrical Inspection Recommendations for consideration:*
- Create access panel for water bond, quote required (The box is not accessible for inspection and **needs a joiner** to create an excess hatch into the pipe boxing for future inspections).
 - Upgrade RCSs to Type A devices £670.28
 - Replace existing MCBs with RCBOs to provide RCD protection to circuits – £2,569.39
 - Replace failed fluorescent lights with LED equivalents £1,166.50
 - Fit surge protection in the hall £387.94
 - **Total £4,794.11** – Cllr Thornton proposed acceptance of this quote. This was seconded by Cllr George and agreed unanimously.
- 6.2 Sports and Leisure Management Committee
- 6.2.1 *Management Committee Report* –
- TimCo will attend this week to complete the internal alternations.
 - The mice have been caught and relocated. The mice holes have been repaired.
 - The newly revitalised Bishopthorpe Cricket Club is considering how the Sports Pavilion will work for them this season. Discussions with Bishopthorpe Playgroup are underway to ensure the two users work together harmoniously in the shared space.
- 6.2.2 *Cricket scoreboard rebuild* – Bishopthorpe Cricket Club is seeking three quotes to present to the Parish Council for the rebuild of the scoreboard. The quotes will include the cost of building a lean-to at the back of the scoreboard to accommodate their roller.
- 6.2.3 *Electrical Inspection Recommendations for consideration:*
- Supply and fit a new shower isolator £56.79
 - Supply and fit a new led fitting in the shower room £86.79
 - Supply and fit a new downflow heater in the shower changing room £117.24
 - Supply and fit a Type A RCBOs in the consumer unit £1,131.60

- **(Total £1,392.42)** – Proposed by Cllr Nicholls. This was seconded by Cllr Thornton and agreed unanimously.

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.3.2 *Annual Audit request from PKF Littlejohn* – The Clerk confirmed she has completed the annual audit and it has gone to the Internal Auditor for inspection. A meeting of the Finance Committee will follow to agree the audit before it is presented before the Parish Council at the May meeting.

Mrs Whittaker left at the meeting at 8.02pm.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – The former owner and the new owner of The Boatyard York Ltd are deciding legal ownership of the lease for Field 84.

The wording of the lease will be changed from York Marine Services Ltd to The Boatyard York Ltd and renewal will be offered on a ten-year term. It was agreed the lease will contain a clause to ensure that if the boatyard is sold before the term has expired, Field 84 will return to the control of the Parish Council. **Action Cllr. Harrison**

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly Park inspection* – Cllr Gajewicz had the inspection bag for April and reported there was a small amount of litter in the park during the last month. Damage to the wooden edging and the Ariel Whorl were spotted in the ROSPA Annual Inspection and are shortly to be repaired. In addition the bark is to be topped up.

Cllr. Harrison reported he has made an application for funding for the park and is awaiting a decision.

6.6 Allotments

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

- There are nine people on the allotment waiting lists.
- Both sites are currently closed as asbestos removal work is underway.
- Plot holders at the Appleton Road site have contacted Cllr. George stating they do not feel confident to plant vegetables until Yorkshire Water confirm the burst pipe in December did not contain high levels of raw sewage. Cllr. George agreed to investigate if an independent third party could test the soil for presence of human sewage contamination. **Action Cllr George**

- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
6.7.1 *Monthly Report* – Nothing to report
- 6.8 Web Site Management
6.8.1 *Monthly Report* – Nothing to report
6.8.2 *ROIs (Register of Interests) to be displayed on Parish Council website by 1st April* – No update from Cllr. Mason
- 6.9 Bishopthorpe Library
6.9.1 *Monthly update* – Cllr. Gajewicz attended the recent Friends of Bishopthorpe Library meeting and reported a sum of £262 was raised at their quiz. From this £150 will be donated to pay for their new window and side door. The Parish Council was thanked for paying the remainder of the cost, along with Cllr. Green for the donation of £500 from Bishopthorpe Recycling Day.
- A table will be placed outside the library to sell books to the public to raise further funds. A programme of talks have been arranged, which will be held in the library on various evenings over the coming months
- 6.10 Environmental and Sustainability
6.10.1 *Monthly Report* – Nothing to report
- 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	<u>Payments to approve</u>	
7.1.1	Cheque / Direct Debit payments	
	Amounts paid	
	H3G – Internet provision for Vernon House	22.00
	B.Online – Village Hall Wi-Fi connection monthly charge 2/4	31.73
	B.Online – Village Hall Wi-Fi connection monthly charge 26/4	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)	200.00
	Monthly direct debit to E-On Village Hall Gas (A-724142FO)	431.05
	Savills – Allotment rent, Acaster Lane	72.50
	Savills – Cricket field rent, Ferry Lane	150.00
	Total Amount paid	£1,063.01

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	833.00
Clerk's Expenses (stamps)	6.00
BT quarterly charge for Clerk's internet	83.98
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
Advance Fire – call out for fire alarms – Village Hall	102.00
Ainsty Drainage Board – Annual drainage rate	1.67
Albion Detection – carriage fee relating to March meeting	44.28
Albion Detection – purchase of portable hearing loop	1209.60
Bishopthorpe Cricket Club – repairs to sight screens	173.40
C. Castro – refund of Village Hall booking fee (cancelled booking)	25.00
Campaign to Protect Rural England – annual subscription	36.00
City of York Council - Sports Pavilion rates	648.70
City of York Council - Vernon House rates	361.77
City of York Council - Village Hall rates	144.71
Cllr. George re: UK Mats, mat for Village Hall entrance	129.89
Dennis King – EICR inspection for Sports Pavilion	441.60
Sensory Garden – new flowers and bench	600.75
Sports Turf Services (York) Ltd – cricket field grass cut	72.00
Waste collection Sports Pavilion	75.00
Waste collection Village Hall	81.50
Yorkshire Local Councils Association – course fee Cllr. George	25.00
Yorkshire Local Councils Association annual fees	824.00
HMRC – PAYE (February to March 2024)	31.05
Roadway Traffic Management – charge for Bishopthorpe Festival road closure	800.58

On-line payment total	7,558.98
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Payment Total	£8,621.99
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7.2 **Income Receipts**

Village Hall rental income:

Village Hall rental income	1,169.45
Playgroup rent	1,300.00

Total Income	£2,469.45
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Approval of financial transactions proposed by Cllr Thornton and seconded by Cllr Nicholls. Carried Unanimously.

- 24/62 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Nothing to report.
- 24/63 9 **Gordon Watkins Community Award**
- 9.1 *Committee Report* – It was agreed the Parish Council will promote this Award at Bishopthorpe Festival. Various suggestions were made about how this could be achieved with details to be finalised before the Festival takes place in September.
- 24/64 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 24/65 11 **Sensory Garden**
- 11.1 *Committee Report* – Cllr. Harrison reported that the large wooden planters have been repaired and have been replanted.
- 11.2 *Mosaic repairs* – The loose pieces of the mosaic will be passed to Cllr. Astbury in the hope this item can move forward. This item has been on the Agenda since July 2018.
- 24/66 12 **Police Liaison**
- 12.1 *Ward Manager's Report* – Cllr. George reported the total number of crimes reported for February 2024 are as follows: 1 Anti- Social Behaviour, 1 Burglary, 2 'other theft', 1 possession of weapon, 1 vehicle and 4 violence.
- 24/67 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Nothing to report.
- 13.2 *White Rose Updates* – Noted
- 24/68 14 **Highway Matters**
- 14.1 *Brunswick Organic Nursery, cost of village flower displays* – Nothing to report
- Cllr Jemison reported numbers 52 and 54 Acaster Lane have planted hedges extending down to the footpath. These are causing a visual obstruction for cars. Cllr Nicholls offered to ask City Council Highway Department if any action can be taken.

- 24/69 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *None*
- 15.2 Others
- 15.2.1 *Invitation to join the York Poverty Truth Commission: A celebration and next steps event on Wednesday 24 April – Noted*
- 24/70 16 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:**
- The next meeting of Bishopthorpe Ward Committee will take place on Thursday 25th April at 6.30pm and will be held at Bishopthorpe Sports and Social Club on Main Street. Bishopthorpe Doctors Practice will attend the meeting to answer questions regarding the loss of the practice in the village. Also in attendance will be Julian Sturdy MP.
 - A number of villagers have volunteered to become pothole spotters. They will be trained by the City Council in the hope the potholes can be reported in their formative state thus being cheaper to repair.
 - Cllr. Nicholls reported he is investigating if Bishopthorpe could have hedgehog signs installed in the village, which would ask drivers to reduce their speed.
 - Developers who want to build on Sim Balk met with Cllr Nicholls and agreed that a new traffic survey will be undertaken during term time at York College. Their application will then be updated to include the new information.
 - The new Ward Budget for 2024/25 has been agreed at £6,187. Applications for funding can be made by contacting Ward Councillor, Michael Nicholls, on cllr.mnicholls@york.gov.uk
- 24/71 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- None
- 24/72 18 **Date and time of next meeting – Tuesday, 28th May 2024 at 7pm at the Village Hall.**

Meeting closed at 8.51 pm