

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 28th May 2024 at the Village Hall, Main Street, Bishopthorpe.

The Chair opened the meeting at 7.15pm – following the Annual Meeting of Bishopthorpe Parish Council.

Council Members Present:

Cllr. Harrison, Cllr. Jemison, Cllr. George, Cllr. Nicholls (from 7.47pm), Cllr. Gajewicz, Cllr. Stephen, and Cllr. Thornton.

24/82 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.

24/83 2 **Apologies for absence.**

Cllr. Mason, Cllr. Green and Cllr. Astbury

24/84 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda. Cllr George 5.1.5

24/85 4 **Minutes of Meeting, 23rd April 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.

24/86 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Ebor Hotel.** External works to include erection of wall to front boundary and extended dropped kerb crossing. 24/00612/LBC. **No comment as application was not received.**

- 5.1.2 **Ebor Hotel, Main Street.** Erection of wall to front boundary and extended dropped kerb crossing. 24/00611/FUL. **No comment as application was not received.**
- 5.1.3 **59 Main Street.** Installation of flat window to front elevation following removal of existing bay window. 24/00720/FUL. **No Objection**
- 5.1.4 **Redmire Cottage, Acaster Lane.** Installation of air source heat pump to side. 24/00651/FUL. **No Objection (application not received)**
- 5.1.5 **26 The Coppice.** Extension to existing front dormer roof extension to replace balcony. 24/00661/FUL. **No Objection**
- 5.1.6 **Ousethorpe Cottage, 13 Main Street.** Fell one Ash, crown reduce one group and one individual Silver Birch (rear garden) and re-pollard one Willow (front garden) - trees in a conservation area. 24/00884/Tree Conservation Area. **No Objection**
- 4.5.2 Notice of decisions given (Parish Council decisions are highlighted in blue)
- 5.2.1 **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 Refused**
- 5.2.2 **63 Keble Park South.** Two storey side and single storey rear extension following demolition of existing conservatory. 24/00573/FUL. **No Objection Approved**
- 5.2.3 **Brew House Cottage, Bishopthorpe Road.** Internal and external alterations associated with change of use from storage to offices with footpath access and floor slab, internal pod structure, internal doorway and partition. 23/01346/FUL. Decision held over from July – **No Objection Approved**
- 5.2.4 **Brew House Cottage, Bishopthorpe Road.** Change of use from storage to offices with footpath access. 23/01345/FUL. Decision held over from July – **No Objection Approved**
- 2.2.5 **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. **No objection but the Parish Council would ask for the hedge be kept as it is better for wildlife and the environment.** Application approved by the City Council including the removal of the hedge.
- 5.2.6 **5 Neville Drive.** Single storey rear extension and addition of pitched roof form to front following demolition of existing garage. 24/00484/FUL. **No Objection. Approved**

- 5.2.7 **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.** Approved

5.3 Large Householder Extension Notifications

- 5.3.1 **24/00762/LHE. 20 Maple Avenue.** Erection of single storey extension extending 4.81 metres beyond the rear wall of the original house, with a height to the eaves of 2.55 metres and a total height of 2.75 metres
No Objection - application not received

Bracken Lodge, 10 Main Street has removed a large tree in the front garden. The Parish Council will check if planning permission was granted for the removal of the tree in the Conservation Area. **Action Cllr George**

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 Parish Council understand two objections have been made against the application. These may be taken to a hearing where the Parish Council will have the right to respond.

The footpath has been closed by St Andrew's Trust for a number of months because a tree was blown down in high winds across the metal railings blocking access. At the March meeting of the Parish Council it was agreed financial assistance would be offered to the Trust to allow the path to be reopened. The tree was removed but the path remained closed as the broken railings left the grounds insecure. To secure the grounds a quote has been received from Acaster Forge for £2,670.80 (plus VAT) to mend and refit the metal railings. St Andrew's Trust recently raised £520 in a fundraising bid but has no other funds.

It was agreed that the Trust should use their fundraising proceeds to erect a temporary fence and then the Parish Council will pay for the permanent fencing at a cost of £2,670.80 plus VAT. This was seconded by Cllr Gajewicz and agreed unanimously. This should allow the footpath to be reopened. Cllr. Harrison to contact St Andrew's Trust.
Action Cllr Harrison

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – the following items were reported:

- Cllr. George asked Richard X to supply a quote to the Parish Council to repair the rotting sections of the door surround and the hall sign. It may be possible to have the hall sign constructed in vinyl.

- There is standing water underneath the stage – the sump pump may not be working or may be blocked. The area is not fit for use and Cllr. Thornton has asked the Ebor Players to remove their stored items from this area.
- Cllr. Thornton offered to liaise with St Andrew’s Church Hall, who operate an online booking system, to see if this could work for Bishopthorpe Village Hall.
- The hall was recently used for dog training sessions. Complaints were received from the keep fit sessions (participants lay on the floor for certain exercises) who used the hall afterwards.

(Cllr Nicholls entered the meeting at 19.47)

- It was agreed the Village Hall will not have its own dedicated green waste bin. The clippings from the Village Hall hedge will be recycled by local neighbours who have volunteered use of their green bins.

6.1.2 *External Repairs* – Cllr. George reported the external repairs will begin on Thursday 30th May. This is weather dependant.

6.1.3 *Fire Safety Legislation changes guidance for non-residential premises* – Cllr Thornton reported the New Hire Agreement includes Fire Safety Terms. A new fire logbook, which will be completed by the Caretaker, has been placed inside the Village Hall. Cllr. Thornton stated the Parish Council is now fully compliant with fire safety legislation.

6.1.4 *Floor polishing / repainting* – Three quotes were sought for sanding and resealing the Village Hall floor: Dynamik quoted £3,931.50 and Flooring Contracts Ltd quoted £4,140.00. One did not respond.

Cllr. Stephen offered to check the on-line reviews for both companies before the decision which one to use is made. In addition it was suggested photos of the worst areas of the floor should be sent to both companies – neither of whom made a site visit before quoting – to ensure this will not affect the quotes given.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – The following items were reported:

- The cricket season has started. However, it has been reported the showers are not working and the sink in the disabled toilet does not have flowing water. Cllr. Thornton offered to contact an electrician to sort out these issues.

- A skip has been ordered to clear the detritus in the pavilion. Cllr. George offered to remove the large pieces of plywood.
- The Football and Cricket Clubs are using the building concurrently in harmony. A large football post will shortly be removed on the playing field to assist the cricketers. Playgroup has still to clear their area to ensure cricket teas can be provided to away teams for the summer season.
- It was agreed a shelf will be removed in the office space to facilitate the storage of chairs. The tables can be stored in the shower room.
- It was agreed a hiring agreement and a terms and conditions document should be drawn up to formalise the booked space.

Action Cllr Thornton

- The Parish Council donated a sum of £3,000 to Bishopthorpe Cricket Club to meet some of their financial commitments this season. In addition to this, the club held various fundraising activities raising the sum of £983.16. Following general expenditure, the balance remaining is £1,480 but the Parish Council has been advised that the cost of their new mower is £2,199 (less 10% deposit paid); this will leave a shortfall in the region of £500. This, however, may be met from Ward Council funding.
- Mrs Henk has asked if a defibrillator could be placed at the Sports Pavilion. There are currently four defibrillators in the village at: Vernon House , The Scouts Hut, The Social Club and Middlethorpe Hall. Following consultation with the Ambulance Service it was agreed that this should be sufficient for the needs of a village the size of Bishopthorpe.
- A Risk Assessment has been produced by Cllr. Thornton for the Sports Pavilion.
- A charity cricket match between Bishopthorpe Cricket Club and Menfullness will take place on Sunday 14th July. Cllr. Thornton asked if the Parish Council would fund a bouncy castle up to the sum of £200 for the event. This was seconded by Cllr. Nicholls and agreed unanimously.

6.2.2 *Cricket scoreboard rebuild* – Bishopthorpe Cricket Club have approached the ECB and Yorkshire Cricket Club for assistance to rebuild the scoreboard. The Parish Council has offered to match/part fund.

New seating has been purchased for the Club for this season.

6.3 Finance Committee

6.3.1 *Committee Report* – Cllr. Harrison reported the accounts have been audited by the Internal Auditor, who found no issues.

6.3.2 *Approval of Annual Governance Statement 2023/24* – Proposed by Cllr Harrison. This was seconded by Cllr Thornton and agreed unanimously.

6.3.3 *Approval of the Annual Statement 2023/24.* – Proposed by Cllr Harrison This was seconded by Cllr Thornton and agreed unanimously.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update – Lease* – A dispute has arisen between the new and the former owner of The Boatyard York Ltd over the Parish Council lease of Field OS No. 84, Bishopthorpe. The Parish Council believe the lease rests with The Boatyard York Ltd as this is the company who paid the annual rent to the Parish Council this year. Cllr. Harrison will contact the former owner’s Solicitor to ask that this matter is resolved between these two parties without involvement of the Parish Council.

The construction work on the “farm road” leading to the moorings has been reported to the City Council as it is believed there is no overall planning consent for the project.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly Park inspection* – Cllr. Nicholls had the inspection bag for April and reported all the repairs have been made that were highlighted in the annual ROSPA inspection (undertaken by Playdale).

The Areowhirl bearing has broken and has been removed from site by Playdale. The Areowhirl is fourteen years old and it was agreed it may be time to consider a new piece of equipment in replacement, instead of repairing it. The Clerk will pursue this when the quote for replacement is received. **Action Clerk.**

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

6.6 Allotments

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

- Ten people are on the waiting list.
- The asbestos work is complete however following its removal a concrete slab (former shed floor) and green waste remains on one plot. To remove this a quote has been received for £750. It was proposed by Cllr. Thornton the Parish Council get rid of the concrete and waste, at a cost of £750. This was seconded

by Cllr. Gajewicz. Four Councillors agreed and three Councillors (Cllr. Harrison, Cllr. Jemison and Cllr. Stephen) did not agree. To move this matter forward, a site inspection will be undertaken before committing to the removal.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

Monthly Report – Before the meeting by email Cllr. Green reported Vernon House continues to be well cared for, inside by the Caretaker Julie Bradley and outside by Barrie Wilson. The grass in front of the building has been deliberately left to grow and left to seed before being cut at the end of summer. To explain to the public why the grass is long, Cllr. Jemison has produced a sign for display stating, ‘*Excuse us please – we’re feeding the bees.*’

6.8 Web Site Management

6.8.1 *Monthly Report* – Nothing to report

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – New windows and a new door have been installed at the Library. The Chief Executive of Explore thanked the Parish Council and Cllr. Green for funding and facilitating this.

A talk will be given on Monday 3rd June entitled ‘*That Tiresome Lady Architect*’ and is open to the public.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Himalayan Balsam is an invasive, non-native species and is spreading along the riverbank through Bishopthorpe. To keep it under control it needs to be removed each year for up to three years.

Jane Redfern organises the removal of the weed from riverbanks in Acaster Malbis and has offered a demonstration to Bishopthorpe volunteers. Cllr Harrison agreed this is good idea but it must be done at their own responsibility and risk.

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

24/88 7 **Financial Transactions**7.1 Payments to approve7.1.1 **Cheque / Direct Debit payments****Amounts paid**

H3G – Internet provision	22.98
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	0.00
BOnline – Village Hall internet connection	31.73

Total Amount paid**£809.76**7.1.2 **On-Line Banking payments****Amounts paid**

Clerk's Salary	833.00
Clerk's Expenses (10 x A3 envelopes £10.09, Replacement cartridges £88.97)	99.06
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	7.50
C Henk – Sports Pavilion cleaning	150.00
C Henk – Sports Pavilion cleaning expenses	0.00
A Powell – Sensory Garden gate daily opening / locking	0.00
Ainsty Landscapes – Grass cutting sports field, Ferry Land	720.00
HMRC Employers NIC monthly payment	0.00
Acaster Forge Ltd – repairs to Village Hall handrail	600.00
Ashfield Woodchip – Play Area wood chip top up	4,153.60
Business Stream – Acaster Lane allotments	47.59
Business Stream – Appleton Road allotments	69.13
Business Stream – Sports Pavilion	104.99
Business Stream – Vernon House	36.60
Business Stream – Village Hall	256.30
City of York Council - Lining works outside Village Hall	125.40
Clear Councils – Local Councils Insurance (£2744.31 2023/24)	3,295.70
Cllr. George refund for Village Hall mesh wall hangings	12.99
Cllr. Mason – refund for website expenses	43.90
Dennis King Ltd – Installation of small heater to new Ward Councillor	695.09
Grade 3 Ltd – removal of asbestos on allotment sites	5,334.00
Sensory Garden plant purchase (Cllr. Harrison)	20.00
Sports Turf Services (York) Ltd – grass cuts sports field	144.00
Cllr. Thornton – Village Hall cleaning materials	54.93
D Miles Joinery – installation of new toilet at Village Hall	295.00
Cllr. Thornton – XL Display – boards for Bishopthorpe Cricket Club	420.00

Playdale – 50% deposit for inspection repairs	801.53
Garden & Estate Machinery Services – mower repairs Bishopthorpe Cricket Club	137.00
Richard X – Repair Sensory Garden planters	305.00
Hopkinson & sons Ltd – Bishopthorpe Cricket Club mower deposit	219.90
Mike Thorpe Windows – UOC door Bishopthorpe Library	3213.60
WT Mennell Agricultural – Bishopthorpe Cricket Club roller repairs	1862.27
Martins of York – Skip hire for Sports Pavilion (refund Cllr. Thornton)	180.00
Dennis King Ltd – Repairs / updates following EICR inspection	5,752.93
On-line payment total	30,678.51
Payment Total	£31,488.27

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

Precept – City of York Council	17,500.00
The Boatyard York Ltd – annual rent	2,850.00
Vernon House rental income	347.00
Village Hall rental income	4,182.02

Total Income**£24,879.02**

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

24/89

8 School Governors

8.1 *Infants School* – Nothing to report.

8.2 *Junior School* – By email before the meeting Cllr. Green reported the Junior School will hold a joint Summer Fair with the Infant School this year, which will be held on Saturday 22nd June (at the Junior School) from 11am to 2pm. If attendees wish to continue the summer festivities in the village, Cllr. Green suggested they could go across the road to the Methodist Church who are running strawberry teas during the afternoon of the 22nd.

24/90

9 Gordon Watkins Community Award

9.1 *Committee Report* – Nothing to report.

24/91

10 Pinfold

10.1 *Committee Report* – Nothing to report.

- 24/92 11 **Sensory Garden**
- 11.1 *Committee Report* – Mrs Harrison of Main Street has watered and weeded the plants in the Sensory Garden. The large wooden planters have been repaired and new plants will shortly be purchased to provide a summer display.
- Newly planted flower tubs are in the village but no hanging baskets have yet been put up. As Brunswick Organic Nursery cannot commit to watering the tubs Cllr. Harrison suggested this maybe something that could be done by Askham Bryan College.
- 11.2 *Mosaic repairs* – The loose pieces of the mosaic have been passed to Cllr. Astbury in the hope this item can move forward. This item has been on the Agenda since July 2018.
- 24/93 12 **Police Liaison**
- 12.1 *Ward Manager’s Report* – Cllr. George reported the total number of crimes reported for March 2024 are as follows: 2 Anti- Social Behaviour, 1 ‘other theft’ and 1 violence.
- 24/94 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – The next meeting will be held on Wednesday 29th May.
- 13.2 *New Neighbourhood Planning Design Coding Guidance* – Noted.
- 13.3 *Parish Mapping Webinar - Thursday, 7 May* – Noted
- 13.4 *White Rose updates – Grant funding* – Solar panels funding will be investigated by Cllr George.
- 13.5 *Consultation being administered by the Committee on Standards in Public Life*- Noted
- 13.6 *York Branch Annual Meeting – 6th June at Dunnington Reading Room* – Noted
- 13.7 *Green Belt & Conservation Areas Planning Webinar - Wednesday, 24 July* – Noted
- 13.8 *Planning Enforcement and Appeals Webinar - Wednesday, 22 May* – Noted
- 13.9 *Regional Training Day - 18 July 2024* – Noted
- 24/95 14 **Highway Matters**
- 14.1 *Flower Barrels*: An email was received from Mrs Stott asking if a flower barrel could be placed on Beech Avenue. The Parish Council are only able to place the barrels in Main Street. Cllr. Astbury to advise Mrs Stott of the decision. **Action Cllr Astbury**

- 14.2 *Notification from the City Council of Highway Maintenance - Bishopthorpe Road – includes yellow lines for Acaster Lane – Cllr. Nicholls advised these will be painted during June.*
- 14.3 *Email from G Holmes, City Council Traffic Project Manager - Economy and Transport EMDS 28th May at 11am- Noted*

24/96

15 Correspondence**15.1 City of York not covered elsewhere**

15.1.1 None

15.2 Others15.2.1 *Email from R Bailey - Safety of Lithium ion Batteries and e-bikes and scooters – Noted.*

Under this heading Cllr. Harrison raised an email received from Adam Holmes of Main Street who has been refused flood insurance as part of his home cover as the street is considered to be subject to flood. Cllr. Harrison will discuss this issue, which may be effecting others in the village, during a meeting with the Environment Agency and Yorkshire Water on the 30th May. **Action Cllr Harrison**

24/97

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

- There will be a meeting on the 30th May meeting at 7pm with the Environment Agency, Parish Council and Yorkshire Water, to discuss flooding in Bishopthorpe.
- Seventy two people attended last Ward Committee meeting. The village Doctors answered questions raised regarding the loss of the surgery in Bishopthorpe.
- The new 20 mph for village streets is to be implemented in June
- Pothole training for village volunteers is planned for May 31st (it was rained off the first time). Three people from Bishopthorpe and two from Acaster Malbis have volunteered for the role.
- 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

24/98

17 Any other business, which the Chairman considers urgent under the Local Government Act 1972

- None
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24/99

18 Date and time of next meeting – Tuesday, 25th June 2024 at 7pm at the Village Hall.

Meeting closed at 9.36 pm