

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 16th January 2024 at Vernon House, Bishopthorpe.

The Chair opened the meeting at 7.02 pm.

Council Members Present:

Cllr. Harrison, Cllr. Jemison, Cllr. George, Cllr. Nicholls, Cllr. Green, Cllr. Stephen, Cllr Mason and Cllr. Thornton (until 7.51pm) .

24/01 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.

24/02 2 Apologies for absence.

Cllr. Gajewicz and Cllr. Astbury.

24/03 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 Harrison declare an interest in item 6.1.4 and Cllr. Stephen declared an interest in item 14.3.

24/04 4 Minutes of Meeting, 28th November 2023

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

24/05 5 Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received**

5.1.1 21 Keble Park Crecent. Two storey side and single storey front extensions and alterations to existing fenestration. 23/02106/FUL. **No Objection**

- 5.1.2 **16 Church Lane.** Porch to front of numbers 16 and 18 Church Lane. 23/02033/FUL. **No Objection**
- 5.1.3 **The Granary, Middlethorpe.** Fell one Mulberry and reduce one Cedar tree – trees in a conservation area. 23/01859/Tree Conservation Area. **Decision to be made by the City Council arborist experts**
- 5.1.4 **5 Neville Drive.** Single storey front, side and rear extensions following demolition of garage. 23/02259/FUL. **No Objection**
- 5.1.5 **9c Newland Road.** Remedial pruning of two Sycamore and one Oak trees – protected by Tree Preservation Order 7 (1991) as per submitted specification. 23/02083/Tree Preservation Order. **Decision to be made by the City Council arborist experts**
- 5.1.6 **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**
- 5.1.7 **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**
- 5.2 Notice of decisions given (*Parish Council decisions are highlighted in blue*)
- 5.2.1 **16 Keble Park South.** Single storey front extension. 23/01767/FUL. **No Objection** Approved
- 5.2.2 **Middlethorpe Manor, Middlethorpe.** Crown raise two Maples as per submitted specification – trees in Tree Conservation Area. 23/01876/Tree Conservation Area. **Decision to be made by the City Council arborist experts .** Approved
- 5.2.3 **The White House, Chantry Lane.** Fell one Oak Tree and one Maple Tree in rear garden. Trees in conservation area. 23/02130/Tree Conservation Area **Decision to be made by the City Council arborist experts.** Approved
- 5.2.4 **The Palace, Bishopthorpe Road.** Internal works comprising of the installation of seventeen flood barriers (on the inside of the doors and windows withing the undercroft and at ground floor level). 23/01802/LBC. **No Objection.** Approved
- 5.3 Large Householder Extension Notifications
- 5.3.1 **17 Ramsey Avenue.** Erection of single storey extension extending four metres beyond the rear wall of the original house – **Approved by City Council.**

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 reported that the period allowed for objections to the proposal to make the public footpath a Public Right of Way, has passed.

The footpath is currently blocked by a fallen tree. If the footpath is officially designated a PROW the City Council may become responsible for removing the tree.

- 5.4.2 *Gateway York, proposal to build approximately 114 new houses at the top of Sim Balk Lane* – Nothing to report. **Remove from Agenda.**

- 5.4.3 *Email from C Philips - Planning permission 6 Melton Drive* – The Parish Council had no objection to this planning application (November 2023 5.1.3). However, following objections from neighbours the application is being investigated by the City Council Planning Enforcement Team.

24/06 6 **Services**

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Cllr. Thornton reported that there have been complaints from Bishopthorpe Camera Club who had pre-booked speakers for two of their 2024 meetings only to find that Black Cats Pilates had already booked the main hall on those dates. The Parish Council backed the request by Camera Club but as a consequence disruption was caused to the fitness group. To prevent this type of booking uncertainty in the future Cllr. Thornton proposed that the hiring agreement should be altered as follows:

- Any group wanting to make use of the hall outside their regular agreement will not automatically be accommodated and they should check before making arrangements for a change of time or location.
- Community events will take priority over commercial groups; especially where the Village Hall is the **only** facility in the village that can host these (for example those that require use of the stage). However, a period of not less than 3 months' notice must be given.

Cllr. Thornton also reported problems with the stage curtains. Hirers, mainly children's parties, have pulled the curtains open manually and they no longer close perfectly. The rope mechanism is vulnerable to breakage and would be expensive to replace. Repairs were made before Bishopthorpe Panto in December but the curtains remain damaged. Cllr. Thornton proposed that the hiring agreement for

children's parties is amended to specify that the stage is not part of the hiring agreement and the curtains shouldn't be opened or closed by the hirers.

- 6.1.2 *External Repairs* – Cllr. Harrison contacted Acaster Forge to arrange for the repairs to be made to the steps outside the main entrance.
- 6.1.3 *Deep clean of building* – Cllr. Thornton reported that comments have been received about the cleanliness of the hall, particularly the main hall floor, paintwork, main stairs and less-used areas. The Caretaker's duties doesn't cover the additional hours needed for this kind of 'deep clean' and the heavy use of the Hall means that some areas are not available for cleaning between users. Cllr. Thornton proposed sub-contracting a deep clean of all areas to a local cleaning company and suggested that this should be repeated every six months. A budget of up to £200 for the deep clean was agreed by the Parish Council.

The Village Hall Management Committee hasn't had a formal user group meeting but aim to do so before March.

Cllr. Stephen is organising the re-varnishing of the main hall floor and the repainting of the badminton lines.

Cllr. Harrison reported that *Braids By Olivier*, the hairdresser, is back in the small meeting room again. To ensure that the Parish Council's insurance policy is not compromised it is imperative that this hirer is not using the Village Hall as her business premises. This matter was reported in September 2023 (Item 6.1.1) and at that time, thought resolved. Cllr. Thornton offered to speak with the hirer to explain the situation. **Action Cllr Thornton**

- 6.1.4 *Recent flooding: Village Hall car park and Main Street* – Cllr. Harrison reported that during the recent heavy rainfall at the beginning of the month, the Village Hall car park (and areas of Main Street) flooded. It is thought that the underground drain may have been blocked on Chantry Lane thus forcing the water to escape to ground level and flow towards Main Street.

Cllr. Harrison contacted Yorkshire Water to ask why the pump had not been installed and the reply given was that the river 'trigger level' had not been reached, which automatically signals pump deployment. Clearly if this situation is repeated it may have serious future consequences for the village. Cllr. Harrison is calling for a meeting between the Parish Council, the Ward Councillor, Yorkshire Water and the Environment Agency to discuss the issue.

Cllr. Mason offered to further investigate the matter as she is an employee of Yorkshire Water.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – The following reports were given to the meeting:

Bishopthorpe Cricket Club

Cllr. Thornton reported that Bishopthorpe Cricket Club is struggling to survive. They have signed up to the 2024 league, however their regular player numbers are dwindling and most cannot commit to playing weekly. The Club estimate that they are around ten to twelve players short to guarantee a weekly team. Cllr. Thornton also reported that the Club are short of funds and their roller has broken. To continue operating the Club need around £3,000 this season to rent a roller and pay for other incidentals. They also requested the waiver of their £650 annual precept payable to the Parish Council in April. To support the Club Cllr. Thornton made the following proposal:

1. A financial promise of up to £3,000: to cover the lease of a roller, grass cutting costs and essential additional expenses. This should be a one-off promise for 2024 season with the caveat that it assumes the Cricket Club will engage in 2) and 3) below.
2. Support recruitment through local channels outlining the importance of the Cricket Club and asking people to come forward to help out.
3. Parish Council members to sit on the Cricket Club Committee. Those Parish Council members will be responsible for reporting on progress to Parish Council meetings throughout 2024 allowing some of the broader issues to be discussed.

Cllr. Thornton offered to put an article in Link Magazine, on the Club's behalf, calling for new players to come forward however, Cllr. Harrison stressed that it is important that the Cricket Club lead their own recruitment initiative in the coming months.

In principal the Parish Council agree to support Bishopthorpe Cricket Club financially up to the amount of £3,000 for the 2024 season and will waive this year's precept. However, this will be dependent upon sight of their accounts, an increase in membership numbers and agreement that two Parish Councillors may sit on their Committee.

Internal Repairs / Alterations

Cllr Nicholls and Cllr Harrison recently met with TimCo Plumbing who was asked to complete the internal repairs to a satisfactory level. The builder agreed to begin work on the 17th January.

Bosuns Restaurant

The flooding of the river around New Year's Eve led to the restaurant owner contacting the Parish Council to ask if their customers could use the car park at the Sports Pavilion and enter the restaurant via the sports field to prevent cancellation of bookings. Cllr. Harrison agreed to the request and Bosun's New Year's Eve celebration went ahead as planned.

6.2.2 *Cricket scoreboard rebuild* – Nothing to report.

6.2.3 *Overdue Cricket Club precept (£216) – due 31/12/23* – The final precept was paid early in the new year.

6.3 Finance Committee

6.3.1 *Committee Report* – No recent Committee meeting.

6.3.2 *Agree Parish Precept for 2024/25* – Cllr. Harrison proposed holding the 2024/25 precept at £35,000. This was seconded by Cllr Jemison and agreed unanimously.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Mr Mandy has requested a name change on the lease for Field 84. All legal costs for this administration change will be met by Mr Mandy.

Cllr Jemison reported that Humbledon Outdoor Activities Associated (a company based in Sunderland who provide activities for people with special needs) had contacted the Parish Council to complain that they were charged a £5 canoe launch fee at their Annual Canoe Orienteering Event held on the 17th September 2023.

The owner of the car park at Bosuns charges a £5 parking fee for non-restaurant use and it appears that this may have been the charge that was applied. Humbledon Outdoor Activities Associated has requested free usage of the car park for their 2024 event but they must apply to the car park owner for this as the Parish Council has no control over this matter. The slipway is rented from the Parish Council by Mr Mandy and although there are free launch fees for local use it was suggested that Humbledon Outdoor Activities Associated should also contact Mr Mandy for confirmation that this will be extended for their use.

Cllr. Harrison asked Cllr. Jemison to draft a letter of explanation to Humbledon Associated, which will be officially sent from the Parish Council by the Clerk. **Action Cllr Jemison**

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly Park inspection* – Cllr. Astbury had the inspection bag for November / December. The bag was passed to Cllr Thornton for the upcoming month.

6.6 Allotments

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

- There are eleven people on the waiting list for an allotment in Bishopthorpe.
- Part of the Appleton Road site was flooded over the Christmas break when a wastewater pipe burst on the cycle path. Yorkshire Water confirmed that an ammonia reading was low indicating a very low sewage spillage but will not confirm if it is safe for vegetables to be harvested from the allotments plots that were flooded. Cllr George is seeking advice from the City Council.
- A small sink hole has begun to appear next to the drains. This has been reported by Cllr George.

6.6.2 *Management Survey for Allotments, Acaster Lane from Lucion Services* – Cllr. George reported that the asbestos report is incomplete as it is missing one of the locations on Acaster Lane and there is no mention of the Appleton Road site. Cllr. George has contacted Lucion Services to query this.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Green reported that Tony Baldock, the Treasurer, is away until 12th March. The AGM has therefore been arranged for the 20th March.

Cllr. Green reported that she has agreed to a request from the City Council to allow Vernon House to be a receiving station for replacement green recycling boxes. Collection and distribution of the replacement boxes will be coordinated by Cllr. Green and the Caretaker.

6.7.2 *Bishopthorpe Medical Surgery – update regarding the offer of a room to rent in Vernon House* – The City Council had agreed to extend the lease of Vernon House to the Parish Council for a further seven years. However, documentation is being delayed by the City Council as they progress the paperwork through their legal department. Bishopthorpe Doctors had been advised of the seven-year extension and the offer of

the room to establish a satellite surgery had been remade. No response has been received from the Doctors in respect of this offer, albeit it has been confirmed that the surgery on Church Lane will close during July 2024.

- 6.7.3 *Ecotricity heating bills* – Cllr. Harrison reported that the Parish Council was charged over £4k for electricity at Vernon House this month. Following investigation it was discovered that meter readings had not been requested by Ecotricity since May 2020 and that the invoice was backdated to this date.

Cllr. Harrison concluded that there has been a shortfall in monthly payments of around £100 since May 2020 and that the charge of £4,111.74 (invoiced in December 2023) is correct. The company take payments by automatic direct debit each month and the Clerk was asked to contact them to increase the amount from circa £50 to £150 per month. **Action Clerk.**

6.8 Web Site Management

- 6.8.1 *Monthly update* – Cllr Mason confirmed that the website has been updated recently.

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* –No report from Cllr Gajewicz.

To replace the Library side door leading to the Sensory Garden, Cllr. Harrison produced a quote from a local company for £2,080. The City Council, who own the building, are not satisfied by the offer to install a UPC door but have suggested no practical alternative. Both the Parish Council and Explore are frustrated by the response of the City Council and cannot move forward until they grant their permission.

6.10 Environmental and Sustainability

- 6.10.1 *Monthly Report* – Cllr. Green reported that the inaugural ‘Repair Café’ held at the Village Hall on the 13th January, was a great success. The event was supported by York Green Party who printed, and helped to deliver, leaflets. Cllr. Green agreed to draft a letter of thanks to them, which will be officially sent from the Parish Council by the Clerk. **Action Cllr Green**

The proceeds of the day, together with residual funds from the Annual Recycling Day, will allow a very generous donation of £500 to be made to Bishopthorpe Library to help towards the cost of replacing the side door.

- 6.10.2 *Cllr. Mason – proposal to pay £40 a year for a license to host the Wildlife Webpage* – Cllr. Mason proposed that the Parish Council should pay

an annual fee of £40 to purchase a mapping web license, to create a wildlife page on the Parish Council website. This was seconded by Cllr Harrison and agreed unanimously.

6.10.3 *Environmental News from across North Yorkshire – emailed to all 5/12*
– Noted.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Cllr. Nicholls commented that this may have to be updated in light of recent flooding events in the village.

6.12 Bishopthorpe Orchard

6.12.1 *Committee Update* – Nothing to report.

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Financial Transactions

7.1 Payments to approve

7.1.1 **Cheque / Direct Debit payments**

Direct Debits for December

GoCardless – monthly charge for Wi-Fi support and maintenance	24.00
Monthly direct debit to E-On Village Hall Electricity	259.21
Monthly direct debit to E-On Village Hall Gas	289.58
Monthly direct debit to E-On Sports Pavilion Electricity	100.00
Total direct debit payments in December	£672.79

Direct Debits for January

Monthly direct debit to E-On Village Hall Electricity	259.21
Monthly direct debit to E-On Village Hall Gas	289.58
The Renewable Energy Co. Vernon House Electricity	54.53
The Renewable Energy co. Vernon House Electricity	4,111.74
Monthly direct debit to E-On Sports Pavilion Electricity	100.00
B.Online – Village Hall Wi-Fi connection monthly charge	31.73
B.Online – Vernon House Wi-Fi connection, monthly charge	40.13
GoCardless – monthly charge for Wi-Fi support and maintenance	24.00
3G UK Ltd – Vernon House internet connection	25.55
Savills – Glebe, sports field bi-annual rent	225.00
Savills – Allotments ransom strip rent	1.00
Total direct debit payments in January	£5,162.47

Amounts paid

On-line payments for December 2023

Clerk's Salary	833.00
Clerk's backdated salary to April 2023	488.00
Clerk's Expenses	0.00
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	55.23
C Julie Bradley - Vernon House Caretaker	250.00
C Julie Bradley - Vernon House Caretaker expenses	0.00
C Henk – Sports Pavilion cleaning	90.00
C Henk – Sports Pavilion cleaning expenses	0.00
Ainsty Landscapes – Grass cutting sports field, Ferry Land	450.00
Playdale – Annual Play Area inspection	312.00
Dennis King Electrical Ltd – PAT testing at Sports Pavilion	181.80
Dennis King Electrical Ltd – Electrical work at the Sports Pavilion	1,062.23
Andrew's Garden Services – Play Area cut grass / spray area	275.00
York Christmas Trees – 6m Nordmann Fir for the Sensory Garden	390.00
M. Haynes – Dyno, Clearance of blockage at Village Hall drains	247.00
BioGreen, Play Area removal of Mare's Tail weed	120.00
Advance Fire – bi-annual check for Village Hall	119.22
Advance Fire – bi-annual check for Vernon House	75.96
Total on-line payments for December	5,386.94
December Grand Total	£6,059.73

On-line payments for January 2024

Clerk's Salary	833.00
Clerk's Expenses (Ink cartridges, colour and black)	81.98
BT internet charge x 3 months: Clerk's computer	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	90.00
C Henk – Sports Pavilion cleaning expenses	0.00
YLCA – Course fee, Cllr. George, Planning System Webnar 9/1/24	25.00
HMRC Employers NIC monthly payment	14.21
City of York Council waste removal – Village Hall	77.09
City of York Council waste removal – Sports Pavilion	71.11
City of York Council - insurance recharge, Vernon House	176.76
Total on-line payments for January	2,140.63
Total paid in January	£7,303.10

Amount paid in December	6,059.73
Amount paid In January	7,303.10
Grand Total for December and January	£13,362.82

7.2	Income Receipts	
	Amounts Received	
	Village Hall rental income	1,411.88
	Playgroup quarter four rental	1,300.00
	Vernon House rental income	386.80
	Total Income for December and January	<u>£3,098.68</u>

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

- 24/08 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Nothing to report.
- 24/09 9 **Gordon Watkins Community Award**
- 9.1 *Committee Report* – Nothing to report.
- 24/10 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 24/11 11 **Sensory Garden**
- 11.1 *Committee Report* – The Parish Council wish to thank Richard Williams and his team for sourcing, erecting and (eventually) removing the village Christmas tree in the garden. Many favourable comments have been received to the Parish Council and grateful thanks are extending to Richard Williams for undertaking this job for the village.
- 11.2 *Mosaic repairs* – This item has been on the Agenda since July 2018, with no update this month.
- 24/12 12 **Police Liaison**
- 12.1 *Ward Manager’s Report* – Cllr. George reported seven crimes that were committed in the village during November 2023, four of which were criminal damage.
- Cllr Green attended a Police meeting on the 16th January that gave details of road accidents in the locality. Accidents on the A64 are high and include eight fatalities. It was also reported that the police are being called to attend incidents which are more social care in nature and not policing incidents. A policy of ‘*Right Care / Right Person*’ is being developed by the Police Force to address this.
- 12.2 *Email: Tell Commissioner Zoë how much you think should be invested in policing and fire and rescue services in North Yorkshire and York* – Noted.

- 24/13 13 **Local Council Association**
- 13.1 Yorkshire Local Councils Association – Nothing to report
- 13.2 *Breakthrough Communications Webinar Training Sessions December 2023 to March 2024* – Noted.
- 13.3 *White Rose Updates* – Noted.
- 24/14 14 **Highway Matters**
- 14.1 *20mph matters for Vision Zero zoom Thu 4th Jan 7pm Jeremy Leach & a City of York Council Officer Julian Ridge* – Noted.
- 14.2 *D Day 80- letter and information from the Pageant master, Bruno Peek* – Noted.
- 14.3 *First Bus Number 11, issue at Low Ousegate stop* – Cllr. Stephen reported that buses are not stopping for passengers in the City Centre. This is causing severe annoyance as, coupled with a reduction of the service, the wait-time for the next bus is unacceptable.
- 14.4 *Email from Ashley Moucher: Roads within the village* – Cllr. Harrison reported that Cllr Nicholls has reported these to the City Council and replied to Mr. Moucher.
- 14.5 *Email from D Paulley: Network Rail's real reason for canning [sic] the Copmanthorpe footbridge* – Noted.
- 14.6 *Email from R Bastin of Copmanthorpe: HGV's wrecking our villages* – Mr Bastin asked if the Parish Council could confirm if the 18T limit made much difference to the number of HGV's coming from Acaster and then going down Sim Balk Lane. Cllr. Mason offered to email a reply to Mr Bastin. **Action Cllr. Mason**
- 24/15 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *Yellow Lines on Acaster Lane.* Cllr. Harrison reported that he contacted the City Council to ask when the extension to the yellow lines will be made on Acaster Lane and asked that the east and west side should match. A clear delineation of the bus box should also be made. The City Council acknowledge receipt of the request but made no comment on the content.
- 15.2 Others
- 15.2.1 None

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

- A meeting of the Ward Committee was held on the 15th January and was attended by over thirty people. One of the main topics of conversation was the numerous potholes on village streets. Cllr. Nicholls has reported these to the City Council and requested an on-site meeting to discuss particular problems.
- Cllr. Nicholls reported that many favourable comments have been received in connection with the increased number of Ward Committee meetings now being held in Bishopthorpe. Villagers are pleased with the increased accessibility of the new Ward Councillor.
- A number of applications have been made for Ward funding. New applications are invited by contacting Cllr. Nicholls directly or by email or at www.york.gov.uk/WardGrantApplications

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

- Cllr. George confirmed that emails are now being sent to both the Clerk and Cllr. Astbury regarding the defibrillator updates.
- Cllr. George suggested that Council members should have access to a portable hearing loop for meetings – the cost of this is £1,130 for a microphone and £135 for one receiver. Three receivers are recommended. Cllr. George offered to contact the company to set up a trial of the equipment at the next Parish Council meeting. **Action Cllr George**
- Cllr Mason and Cllr Green attended the relaunch of the Commission for Environmental Concerns. Working groups have been set up and Cllr Mason and Cllr Green have joined specific Committees.
- Cllr. Astbury will replace Cllr. Mason on the Planning Committee going forward.

24/18 18 **Date and time of next meeting – Tuesday, 27th February 2024 at 7pm at the Village Hall.**

Meeting closed at 9.35pm