

**Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 18<sup>th</sup> October 2022 at the Village Hall, Main Street, Bishopthorpe.**

*The meeting room was initially unavailable but the Chairman eventually opened the meeting at 7.24 pm.*

**Council Members Present:**

Cllr. Harrison (Chairman), Cllr. Jemison, Cllr. George, Cllr. Gajewicz, Cllr. Nicholls, Cllr. Hunt, Cllr. Green, Cllr. Thornton and Cllr. Conley.

22/172 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.*

22/173 2 **Apologies for absence.**

None

22/174 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.*

22/175 4 **Minutes of Meeting, 27<sup>th</sup> September 2022**

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

22/176 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **59 Lamplugh Crescent.** First floor rear extension and single storey side extension. 22/01930/FUL. **No Objection**

5.1.2 **The Hollies, 29 Myrtle Avenue.** Single storey rear extension, first floor side extension, new slate roof, balcony to rear, new render wall finish to the first-floor masonry walls and existing porch and replacement windows. 22/02013/FUL. **No Objection**

4.5.2 Notice of decisions given (Parish Council decisions are in bold)

5.2.1 **Ramsey House, Chantry Lane.** Re-pleach a line of Lime trees, trim one Yew, reduce lateral canopy of one Norway Maple by 1.5m – tree works in Tree Conservation Area. 22/01515/Tree Conservation Area. **(No Objection)**  
Approved

5.2.2 **46 Acaster Lane.** Creation of new access to front and formation of new driveway within site. 22/01413/FUL. **(No Objection)** Approved

5.2.3 **Proposed dwelling to north of 39 Main Street.** Fell two walnut trees in Tree Conservation Area. 22/01853/Tree Conservation Area. **(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 –* The Parish Council has been formally advised that the Order has been submitted to the Secretary of State for Environment, Food and Rural Affairs for determination.

5.4.2 *Email from Mr and Mrs Pollitt; Dormer Extension Bridge Road –* The Parish Council was copied in on an email to the City Council Planning Department regarding permission granted for a dormer extension on Bridge Road. No action is to be taken by the Parish Council.

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**Services**

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report –* Cllr Thornton reported that the heating is not working in the hall. With the onset of winter this will be urgently addressed.

6.1.2 *External Repairs –* Nothing to report

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report –* Cllr Nicholls reported that:

- Moles have returned to the outfield but no action will be taken until spring.
- The emergency door is not opening correctly. As it is secured by a complicated mechanism this will require specialist attention. Cllr. Nicholls offered to search for companies who will be able to repair it.
- Part of the drain is broken near the garden. Cllr. Nicholls will arrange for it to be repaired shortly.

6.2.2 *Internal alterations to the building –* Uncertainty in the economy is affecting the building supply trade who are not willing to honour quotes for more than two weeks into the future. This is impacting on the Parish Council's quotes for the alterations to the Sports Pavilion.

6.2.3 *Cricket scoreboard rebuild –* The scoreboard has been made secure against both vandals and the upcoming winter weather. The Parish Council will focus on rebuilding/repairing/replacing the box for the 2023 season.

6.2.4 *Renewal of sports field leases –* Cllr. Harrison reported that he is trying to contact Savills to extend the leases for the sports field.

6.3 Finance Committee

6.3.1 *Committee Report* – Cllr Harrison reported the half-year figures for the Parish Council as follows:

- The Parish Council currently has £96,092 in reserve. This amount is far higher than normal but includes Government Covid Grants and the full year's precept allowance. It also includes a reserve of £39,000 set aside for upgrades to Parish Council owned facilities. Very careful management of the budget puts the Parish Council in a good financial position to meet the steep increase in energy prices anticipated for the Village Hall, Sports Pavilion and Vernon House.
- Government assistance with energy costs was reversed in the recent mini-budget and now will only extend until April 2023. The Parish Council are mindful that the precept has not been increased in recent years but this may be necessary in the future to meet high energy costs when the government relief period ends. Close attention will be paid to these costs in the coming months and consideration given to how they can be reduced.
- The reserve includes a figure of **£1,058.45** that was received to the Parish Council's Bank Account from Bishopthorpe Festival. This amount was unexpected and was a result of a breakdown in relations between the festival organisers and the subsequent closure of their bank account. The remaining balance was transferred to the Parish Council with the request that the Parish Council distribute funds on their behalf. It is against Parish Council policy to donate funds to another public body, such as a school, but under this exceptional circumstance the Parish Council had no choice but to undertake the following distribution of funds:
  - The Island N1, £100
  - Bereaved Children Support York, £100
  - Candlelighters Trust Fund, £100
  - St Leonards Hospice, £100
  - Archbishop of York Junior School, £100
  - Friends of Bishopthorpe Infant School, £100
  - Bishopthorpe Playgroup, £100
  - 1<sup>st</sup> Bishopthorpe Rainbows, £50
  - 2<sup>nd</sup> Bishopthorpe Brownies, £50
  - Bishopthorpe History Group, £50
  - Vernon House, £108.45
  - Bishopthorpe Scouts, £50
  - Bishopthorpe Cubs, £50
  - Total amount distributed = **£1,058.45**
- Cllr. Thornton commented that the Parish Council must not be put in this position again by Bishopthorpe Festival, who it is understood did not run a business account to manage their funds nor held a constitution under which to operate. Cllr. Thornton proposed that the Parish Council should not support the festival in the future unless the festival organisers are properly constituted, have rules and a committee. This was seconded by Cllr. Harrison and agreed unanimously.

- 6.3.2 *Email from Cllr. Galvin (July 2022) – planters / flower tubs in the village* – The Parish Council was asked by the Ward Councillor, Cllr. Galvin, whether it would take over the cost for planters / flower tubs in the village once the Ward Councillor retires in 2023. No details of costs were supplied to the Parish Council with this request. Investigating the possible costs Cllr. Harrison reported the following:

The Ward Budget in 2020/21 was £10,689.00. Cllr. Galvin donated 84% of the budget - an amount of £9,000.00 - to Brunswick Organic Nursery. The remaining 16% of the budget, £1,689 was distributed to various village organisations.

The Ward Budget in 2021/22 was £10,962.00. 82% of the budget, £9,000, was donated to Brunswick Organic Nursery with 18% distributed to other village organisations.

The Ward Budget for 2022/23 is £11,701. As of October 2022 nothing has been donated to Brunswick Organic Nursery. £2,925 (25%) has been distributed to village organisations

The previous amounts donated to Brunswick Organic Nursery by the Ward Councillor would be unsustainable to the Parish Council. Brunswick Organic Nursery may be approached to agree a contract with the Parish Council to maintain the planters and hanging baskets at a reasonable cost.

The Parish Council is looking forward to working jointly with a new Ward Councillor to the benefit of the village in 2023.

- 6.3.3 *Valuation Office Agency – Request for rent, leases or ownership details, Sports Pavilion* – The valuation request was completed by the Chairman on behalf of the Parish Council.

6.4 Field 84, Riverside and Footpaths Working Party

- 6.4.1 *Update* – Copmanthorpe Parish Council is concerned about the potential changes to the rail crossing on the footpath from Bishopthorpe to Copmanthorpe and have invited members of Bishopthorpe Parish Council to a meeting on Tuesday 25<sup>th</sup> October to discuss the issue.

- 6.4.2 *Email from PC Able concerning ‘Cutting down trees containing nests’* – Cllr Conley reported that she has responded to PC Able.

6.5 Youth Support and Children’s Recreation

- 6.5.1 *Monthly Park inspection* – Cllr Conley had the inspection bag for September and reported that there was no litter in the park during the last month. The bag was passed to Cllr Hunt for the upcoming month.

The edging boards on the roundabout and the zip wire are loose again. Cllr. Jemison and Cllr. Harrison offered to try to repair these.

Cllr Nicholls reported that he has ordered the snakes and ladders and the hopscotch games which will be painted on the asphalt area at the top end of the park. Cllr. Jemison agreed to look at making a “spinner” for the snakes and

ladders game.

Cllr Conley suggested a spring closure for the gate to stop it swinging open – Cllr Jemison stated that it had one on in the past and will have a look to see if it is broken or has been removed.

6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported that there are now twenty people on the waiting list for an allotment in Bishopthorpe.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Following on from last month’s suggestion, Cllr. Green reported that she is looking to create “Warm on Wednesday” for residents in need, at Vernon House.

The building will be heated, at the expense of the Parish Council, and offered free of charge on Wednesdays to residents who are finding it difficult to meet the cost of heating their homes. Tea and coffee will be made available but following the advice of the Parish Council’s insurers, no other food will be allowed. A full risk assessment has been undertaken by Cllr. Green and The Caretaker.

6.7.2 *Bishopthorpe Medical Surgery* – It has been confirmed to the Parish Council that the medical surgery on Church Lane is considered not to be “fit for purpose” and will close in 2024, upon expiry of the lease. The Old School Medical Practice in Copmanthorpe will then become the main medical provider to residents of Bishopthorpe.

To compensate for loss of the surgery in Bishopthorpe, the partners are looking to establish a satellite surgery in a smaller venue in the village. The Parish Council has offered a room in Vernon House, which upon inspection by one of the Doctors was deemed suitable for purpose but will need full approval from the Quality Care Commission and Integrated Care Board.

The Parish Council lease Vernon House from the City Council – the lease expiring in 2023. Cllr. Harrison has contacted the City Council to extend the lease and to explain that the Parish Council wish to sub-let a room for use as a satellite surgery and await their decision.

6.8 Web Site Management

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

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Cllr Gajewicz reported that the pop-up book group was poorly attended. The library is organising a ‘Roman Talk’ in November, details of which will be displayed in the library.

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* – Cllr Green reported that the Apple Pressing Day was a success.

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## Financial Transactions

### 7.1 Payments to approve

#### 7.1.1 **Cheque / Direct Debit payments**

##### **Amounts paid**

Monthly direct debit to E-On Sports Pavilion Electricity (due 28/10)	432.00
Monthly direct debit to E-On Village Hall Electricity (due 18/10)	207.39
Monthly direct debit to E-On Village Hall Gas (due 28/10)	344.00
The Renewable Energy Co. Vernon House Electricity (due 20/10)	32.59
PlusNet – Village Hall Wi-Fi connection monthly charge (paid 3/10)	28.87
PlusNet – Vernon House Wi-Fi connection, monthly charge (paid 3/10)	28.87
Savills – Cricket Field bi-annual rental payment (due 5/10)	150.00
Savills – Acaster Lane Allotments bi-annual rental payment (due 5/10)	72.50

#### **Total Amount paid**

**£1,296.22**

#### 7.1.2 **On-Line Banking payments**

##### **Amounts paid**

Clerk's Salary	712.25
Clerk's Expenses	0.00
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	38.04
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 Powell – Sensory Garden gate daily opening / locking	0.00
York Wi-Fi Solutions – monthly charge for support and maintenance	24.00
Sports Turf Services Ltd – Grass cutting sports field, Ferry Lane	156.00
Brunswick Organic Nursery – Sensory Garden maintenance	306.00
City of York Council - Waste disposal Village Hall	68.86
City of York Council - Waste disposal Sports Pavilion	63.40
BT quarterly charge claim (for July, August and September)	75.18
National Allotment Association, new member membership	60.40
Clerk's computer – Microsoft annual renewal for Word 365	79.99
TimCo Plumbing – Bathroom and toilet renovations, Sports Pavilion	6,000.00
YLCA – Allotment course 21/9 Cllr. George	25.00
Andrew's Garden Services – Lawn cuts	440.00
Mike Dale of Crombledale Contracting – Hedge cutting, Ferry Lane	350.00

#### On-line payment total

**9,206.62**

#### **Payment Total**

**£10,502.84**

### 7.2 **Income Receipts**

***Village Hall rental income:***

21/9 S Allen, Black Cats Pilates	25.00
23/9 J Acey	15.00
23/9 Sue Coates, Slimming World	50.00
28/9 Damian Arundale	55.00
28/9 S Allen, Black Cats Pilates	25.00
30/9 Sue Coates, Slimming World	50.00
4/10 Village Hall Management Committee (96)	80.00
4/10 Village Hall Management Committee (97)	90.00
5/10 S Allen, Black Cats Pilates	25.00
6/10 J Acey	15.00
6/10 W Allison, Wednesday Badminton	24.00
7/10 Sue Coates, Slimming World	50.00

***Other Income:***

27/9 Bishopthorpe Community Group – refund for road closure fee	140.00
28/9 HMRC VAT refund for year ending March 2022	2,577.67
29/9 Bishopthorpe Community Group – <small>transfer of funds following closure of their account</small>	1,058.45
29/9 Second instalment of City Council precept	17,500.00

**£21,780.12**

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

- 22/179    8    **School Governors**
  - 8.1    *Infants School* – Nothing to report.
  - 8.2    *Junior School* – Nothing to report.
- 22/180    9    **Young Person of the Year Award and the Gordon Watkins Community Award**
  - 9.1    Committee Report – Nothing to report.
- 22/181    10    **Pinfold**
  - 10.1    *Committee Report* – Nothing to report.
- 22/182    11    **Sensory Garden**
  - 11.1    *Committee Report* – Nothing to report
  - 11.2    *Mosaic repairs* – Nothing to report
- 22/183    12    **Police Liaison**
  - 12.1    *North Yorkshire Police Force* – Cllr. Green reported that she recently attended a meeting of the Independent Advisory Group where a firearms / taser Trainer gave a presentation. Cllr. Green suggested that the Trainer should be invited to the Annual Meeting of the Parish Council in 2023 and offered to extend the invitation.

Cllr George reported thirteen incidents during the month of August in the village.
- 22/184    13    **Local Council Association**
  - 13.1    *Yorkshire Local Councils Association* – Cllr Harrison reported the following items from last week’s meeting:

- Minutes from the Annual Meeting should be signed at next meeting not a year ahead.
- A new paper on climate change issues is to be published.
- A meeting arranged by Yorkshire Local Councils Association with Police Commission and the Assistant Chief Constable was cancelled by the Police Commissioner with no reason. Yorkshire Local Councils Association are very unhappy about the cancellation and are seeking to rearrange a new date.
- Proposals to increase Yorkshire Local Councils Association annual fees by 5% were overturned. A 1% increase will be applied.

22/185 14 **Highway Matters**

- 14.1 *Proposed introduction of 40mph speed limit – Sim Balk Lane* – The Parish Council cannot understand why this is necessary as the reduction in the speed limit has not been specifically requested by anyone, nor prompted by a road traffic incident.

Cllr. Harrison reported under this heading that he has written to the City Council to ask why double yellow lines have been painted on the bend of Acaster Lane with Main Street. The Parish Council has repeatedly called for yellow lines to be painted around the bus stop at the top of Acaster Lane but this request was turned down by the City Council who stated that there is no problem with parked cars in this location. Photographic evidence has been supplied to the City Council by both the Parish Council and parishioners, showing numerous parked cars at this location taken at various times and on different days. All the evidence supplied has been blatantly disregarded by the City Council with the result that double yellow lines are now painted in the wrong place. Their response is awaited.

Cllr. Harrison also reported that he and Cllr. Green recently attended a City of York Council Executive Meeting to discuss the importance of the First Bus number 11 bus to the village. In addition, both Councillors also attended a York Bus Forum meeting (held via Zoom) which also included two representatives from First Bus. Cllr. Harrison invited the First Bus representatives to a separate meeting to discuss the Number 11 service and this was accepted.

22/186 15 **Correspondence**

- 15.1 City of York not covered elsewhere

15.1.1 None

- 15.2 Others

15.2.1 *Email from Mr Wormald – Telecommunication mast in Bishopthorpe* – Cllr. Harrison reported that he has replied to Mr Wormald.

22/187 16 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Galvin:** No Ward update report from Ward Councillor Cllr. Galvin has been received for October.22/188 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. Green encouraged people to attend a sale of artwork on Saturday 5<sup>th</sup> November at Vernon House, proceeds of which will be donated to the running of Vernon House.
- Cllr. Harrison reported that Cllr. Conley has offered her resignation from the Parish



Council. It is with sadness that the resignation is accepted. Cllr. Conley has been a great asset to the Parish Council over the past nine years, especially as the Planning Committee Chair and the Chairman thanked her for her work and commitment.

22/189 18 **Date and time of next meeting – Tuesday, 22<sup>nd</sup> November 2022 at 7pm at the Village Hall.**

Meeting closed at 8. 53pm