

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 25th June 2024 at the Village Hall, Main Street, Bishopthorpe.

The Chair opened the meeting at 7.11pm.

Mrs Emma Cashmore emailed the Parish Council regarding the installation of a telecommunications poll outside 33 Keeble Park North. Mrs Cashmore advised she would attend tonight's meeting but did not do so. The Ward Councillor offered to refer the matter to the City Council on her behalf.

Council Members Present:

Cllr. Thornton (Chair), Cllr. Jemison, Cllr. George, Cllr. Green, Cllr. Stephen, Cllr. Mason, Cllr. Nicholls and Cllr. Astbury.

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. Harrison and Cllr. Gajewicz.

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. *No items were declared.*

24/85 4 **Minutes of Meeting, 28th May 2024 and Minutes of the Annual Meeting of Bishopthorpe Parish Council 28th May 2024**

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

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- 5 **Consideration of Planning Matters and recommendations of the Planning Group**
- 5.1 Notice of Applications received
- 5.1.1 **Moor Lane Construction Unit, Unit 1, Moor Lane.** Variation of condition 2 of permitted application to alter the approved plans and elevations. 24/00911/FUL. **No Objection**
- 5.1.2 **42 Keble Park South.** Single storey front extension. 24/00929/FUL. **No Objection**
- 5.1.3 **5 Acaster Lane.** Two dormers to rear and three rooflights to front. 24/00923/FUL. **No Objection**
- 5.1.4 **The Palace, Bishopthorpe Road.** Fell five trees to monoliths / stumps and crown reduce one lime tree. Tress in Conservation Area. 24/00977/Tree Conservation Area. **No Objection**
- 5.1.5 **Pickersgill Consultancy and Planning, Garth Mews, Sim Balk Lane.** Installation of French doors to side elevation. 24/01013/FUL and 24/00992/LBC. **No Objection**
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in blue*)
- 5.2.1 **Little Green Rascals, Old School House, School Lane.** Replacement of wood framed window with UPVC window. 23/01364/FUL. **Objection to original application for a UPVC replacement window.** Approved (The Application was changed to '*Replacement of a timber framed window with **timber framed** double glazed non-opening window*' which was approved)
- 5.2.2 **48 Keble Park Crescent.** Two storey side extension, single storey front and rear extensions. 24/00613/FUL. **No Objection** Approved
- 5.2.3 **59 Main Street.** Installation of flat window to front elevation following removal of existing bay window. 24/00720/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* – The Planning Inspectorate confirmed on the 13th June that she will be making the 'start notice' shortly, a copy of which will be sent to the Parish Council.

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Services6.1 Village Hall Management Committee6.1.1 *Management Committee Report* – Nothing to report.6.1.2 *External Repairs* – The external repairs are now complete. Richard X has been asked to supply a quote to replace the wooden sections of the door surround and the hall sign. It is possible to have a new hall sign printed in vinyl - a quote will be given for this.

By email before the meeting Cllr. Harrison reported during the roof work on the Village Hall several pieces of concrete fell in his adjacent front garden, along with a 4ft spirit level that fell twice onto his kitchen roof. Fortunately, no one was injured.

6.1.3 *Floor polishing / repainting* – Cllr Stephen reported the third quote came in significantly higher than the previous two. It is concerning no online reviews can be found for the two companies who have supplied quotes. Before moving forward, photographs of the damaged floor will be sent to these companies to ask them to confirm their quotes as fixed price. **Action Cllr. Stephen**6.2 Sports and Leisure Management Committee6.2.1 *Management Committee Report* –

- The hedge surrounding the cricket field needs trimming. Mike Dale of Crombledale Contracting usually undertakes this job but has not responded to calls this year. Cllr Nicholls offered to contact Bear Tree Care to ask for a quote. **Action Cllr Nicholls**
- The user groups have asked for a meeting - this will be organised in the next few weeks.
- There is a small amount of litter building up around the sports pavilion. There is a litter picker who looks after this area but there are no litter bins. Due to high usage of the Sports Pavilion this can be a problem at certain times of the year. This will be mentioned to the user groups at the next meeting.

6.3 Finance Committee6.3.1 *Committee Report* – Nothing to report.6.4 Field 84, Riverside and Footpaths Working Party6.4.1 *Update* – Cllr. Harrison has written to both parties who lease Field 84 to advise the lease will remain with The Boatyard York Ltd. It was noted Field 84 is looking overgrown as no one is taking responsibility for it at the moment.

Mr Cook, of The Boatyard Ltd, has installed a defibrillator at the restaurant, Bosuns.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly Park inspection* – Cllr Stephen had the inspection bag for June and offered to keep it for the month going forward.

An email has been received from the Deputy Head of Public Services at York College offering the services of students to undertake general maintenance, upkeep or litter picking in the village. The deputy head is keen for the students to engage more with the local community. It was agreed this could be a good collaboration with the college. The Chairman will contact the college to take this matter forward. **Action Cllr Harrison**

6.6 Allotments

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

- Five parishioners are waiting for an allotment; two rejected an offer but asked to remain on the list and have been removed to the bottom of the list.
- One plot has been taken back at the Appleton Road site for non-use and three further allotments have been relinquished.
- One plot has been given up at Acaster Lane and has been split into quarters and relet.

6.6.2 *Annual increase in allotment rents* – Cllr. George proposed the annual rents should be increased across the bands as follows:

- *Band A to £10*
- *Band B to £15*
- *Band C to £20*
- *Band D to £25*

This was seconded by Cllr Jemison and majority agreed (6:1). Cllr. Green did not agree with the proposal. **Action Clerk.**

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Green reported Vernon House is now available to rent on Wednesdays.

Vernon House trips are going from strength to strength. Trips are organised on different days of the week and the coaches are full.

6.8 Web Site Management

6.8.1 *Monthly Report* – Cllr. George reported problems sending emails with the current website provider. Furthermore with the pending

resignation from the Parish Council of Cllr. Mason in July, there may be a website management issue as Cllr. Astbury does not wish to take over.

Cllr. George suggested if the Parish Council move to Parish Online as a website provider, the upload of documents is simpler and it would also give access to various map layers that could be used for the allotment page. The transfer process would be managed by Parish Online but the cost of this service is £580 compared to the existing provider of £320. If the Parish Council transfer to Parish Online, Cllr. George offered to take over the website administration from Cllr. Mason.

It was agreed further investigation would be undertaken and the matter brought to the July meeting for decision. **Action Cllr George**

6.9 Bishophthorpe Library

6.9.1 *Monthly update* – Before the meeting Cllr. Gajewicz submitted the following email report:

The AGM was held on the 10th June reporting the items below -

- £137 was raised from the recent talk on the Lady Architect.
- A games afternoon is planned for 13th July.
- A possible Murder Mystery may be held in October 2024.
- The Friends of Bishophthorpe Library are going to explore costings for the remaining six windows of the library (on the other side from the recently replaced ones). The library is exploring the feasibility of a crowd funding campaign for this.
- Explore credited the Parish Council with £500 in March 2024, which was raised by Cllr. Green's Recycling / Repair Days. The money went towards the cost of the new window.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr Green reported fly posting outside the butchers and will contact the company to ask them to remove this: they are based in Wighill.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Nothing to report.

6.12 Bishophthorpe 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**

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	36.53

Total Amount paid

£814.56

7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	833.00
Clerk’s Expenses (Postage for audit £3.80, Stamps £24.40)	28.20
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	9.50
C Julie Bradley - Vernon House Caretaker	250.00
C Henk – Sports Pavilion cleaning	120.00
T Loach – Internal Auditor annual fee	75.00
Sports Turf Services (York) Ltd – Ferry Lane grass cuts	144.00
Playdale Remaining 50% invoice for inspection repairs	801.54
Dennis King Ltd – Conduct remedial works following EICR	1,670.90
York Elevator Services Ltd – annual inspection of Village Hall lift	144.00
York Elevator Services Ltd – Repair to lift safety circuit	132.00
Richard Edmunson – Vernon House, Toilet repairs	342.00
Sensory Garden – Cllr. Harrison refund for purchased flowers	69.96
Andrew’s Garden Services – Play Area grass cuts	595.00
Cloud Next – Website annual hosting fee	119.98
Hopkinson & Son Ltd – Bishopthorpe Cricket Club, mower balance	1,979.10
Lockline – repairs to fire door lock, Sports Pavilion	95.00
Advance Fire Services Vernon House – annual inspection	75.00
Advance Fire Services Village Hall – annual inspection	105.00
Advance Fire Services Sports Pavilion – annual inspection	66.90
On-line payment total	8,093.58

Payment Total

£8,908.14

7.2 **Income Receipts**

Village Hall rental income:

Village Hall rental income	1218.72
Bishopthorpe Cricket Club – fundraising donation	983.16
City of York Council - Village Hall rental fee for Election	175.00

Total Income

£2,376.88

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

- 24/89 8 **School Governors**
- 8.1 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Cllr. Green reported the Summer Fair was held jointly between the two schools and this format will be repeated next year. Tracey Richards is retiring after many years' service to the school.
- 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* – New summer flowers and shrubs have been planted by Mrs Harrison in the Sensory Garden. Mrs Harrison also undertakes routine weeding and watering on a frequent basis and the Parish Council remain grateful to her for taking on this unpaid work.
- 11.2 *Mosaic repairs* – Cllr. Thornton reported she wasn't able to make progress with the mosaic repair this month. Cllr. Astbury offered to investigate potential repair options and report back to the July meeting. **Action Cllr Astbury**
- 24/93 12 **Police Liaison**
- 12.1 *Ward Manager's Report* – Cllr. George reported the total number of crimes reported for April 2024 are as follows; one 'other theft' and three violence.
- Cllr Green has stopped going to meetings held in Riccall Sports Hall as she cannot hear; there are no hearing loops installed. Cllr. George offered to go in her place in future.
- 24/94 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Nothing to report.
- 13.2 *White Rose Updates* – Noted
- 24/95 14 **Highway Matters**
- 14.1 *Bishopthorpe 20mph limit – notification of introduction of experimental traffic regulation in Bishopthorpe* – The City Council has placed twenty mile per hour speed signs across the village. A number of residents have asked how the council will decide if this initiative has been effective. Cllr Nicholls replied there will be statistical measurements taken together with a public consultation at the end of the trial.

At the next ward council meeting, the Ward Councillor will conduct a survey to assess public perception of the speed levels in the village.

- 24/96 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *Bus Shelter cleaning schedule* – Cllr. Thornton proposed the Parish Council should accept the offer to clean the three Parish Council owned bus shelters (Montague Road, Maple Avenue and Appleton Road) at the cost of £7 per clean quarterly. This was seconded by Cllr Green and agreed unanimously.
- 15.2 Others
- 15.2.1 *Bishopthorpe Festival* – The Councillors were asked if they wish to take a stall at this year's Bishopthorpe Festival. It was agreed a stall will be taken and the clerk was asked to book this with the festival organisers. **Action Clerk** The Parish Council has been asked if the funfair can park trucks overnight from Saturday to Sunday on the Sports Pavilion car park. Last year they used the Ebor car park but this is not available this year. It was agreed they can use this – **Action Clerk**.
- 24/97 16 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:**
- The City Council will paint the yellow lines in the village shortly.
 - The pothole training was cancelled due to the election. This will now take place on Monday the 8th of July.
 - 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**
- Cllr Mason asked for an update on the Moorings track. The City Council have confirmed this is private land.
 - Flower barrels have been planted along Main Street. It was agreed that 'Floral Displays' should be added as a heading under Highway Matters so that Cllr. Astbury could give a monthly report in future. **Action Clerk**.
 - Sarah Mason gave notice of her resignation from the parish council. The chair thanked Mrs Mason for her contribution to the Parish Council during the last year.
- 24/99 18 **Date and time of next meeting – Tuesday, 23rd July 2024 at 7pm at the Village Hall.**

Meeting closed at 8.17 pm