

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 28th March 2023 at the Village Hall, Main Street, Bishopthorpe.

The Chair, Cllr. Thornton, opened the meeting at 7.00 pm.

Ms M Flintoft, of Dringhouses and Woodthorpe, attended the meeting. Ms Flintoft explained that she is going through the process of becoming a magistrate and wished to observe the Parish Council meeting to gain an understanding of local community governance.

Council Members Present:

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

23/37 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.

23/38 2 **Apologies for absence.**

Cllr. Harrison

23/39 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.*

23/40 4 **Minutes of Meeting, 17th January 2023**

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

23/41 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **57 Main Street.** Crown thin by 20% one Norway Maple and crown reduce by 10%- tree works in Conservation Area. 23/00419/Tree Conservation Area. *(Cllr. George reported that not all planning applications are being seen by the Parish Council planning committee. A query has been raised with the Council to highlight this issue).*

The Planning Committee was not advised of this application by the City Council so the deadline was missed (but these decisions are normally referred to the City Council arborists).

- 5.1.2 **19 Harcourt Court.** Single storey side and rear extension, raising of ridge height with dormer to rear and two roof lights to front. 23/00416/FUL. **No Objection**
- 5.1.3 **Moor Lane Construction Unit 1, Moor Lane.** Erection of four dwellings with associated access, parking and landscaping following demolition of existing commercial buildings. 23/00391/FUL. **No Objection.**
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in blue*)
- 5.2.1 None
- 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 –* By email before the meeting Cllr. Harrison reported that there has been no news or update following the Inspector’s site visit in February.
- 5.4.2 *Ebor Inn, request by B Stiles to commence proceedings to register the building as a Community Asset. –* Mrs Stiles did not attend the Parish Council meeting to discuss this item therefore Cllr. Thornton asked the Clerk to write to Mrs Stiles to suggest that she develops an independent group of villagers to register the asset. The Parish Council would support the application. **Action Clerk.**
- 5.4.3 *32 Beech Avenue – fencing erected without permission:–* Cllr. George reported that the erection of a six-foot boundary fence, which is out of character with surrounding properties, has been reported to the Planning Enforcement Officer at City Council for investigation.
- 5.4.4 *Gateway York – Proposal to build 114 new houses on Sim Balk Lane –* No recent update.

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6 Services**6.1 Village Hall Management Committee**

6.1.1 *Management Committee Report* – Cllr Thornton reported the following items:

- Following electrical repairs undertaken in the hall in September 2022, the Parish Council were advised that the lighting should be changed to energy efficient LEDs. The Caretaker contacted Dennis King Electrical Ltd and obtained a quote, details of which were read to the meeting. It was agreed that two more quotes are needed before a decision can be made to replace the lights. **Action Cllr Thornton**
- Bishopthorpe Playgroup contacted Cllr. Nicholls to request a front door key for the Village Hall. They explained that although the group operates in the Sports Pavilion, in the event of an emergency they need to use the Village Hall as a ‘safe harbour.’ A key was provided to the Group by the Village Hall Caretaker.
- Cllr. Thornton reported that currently the Parish Council pay an amount of £344 per month to Eon for the gas supply to the Village Hall: this will increase to £966 per month on the 28th April 2023. It was agreed that

this increase will not be resisted initially as it will reduce the current deficit on the account. However, it is anticipated that the account will be in credit during the summer months at which point the Clerk will reduce the direct debit on a monthly basis.

6.1.2 *External Repairs* – Cllr. Thornton reported that there are difficulties trying to find a suitable builder to undertake the job in the current economic climate.

6.1.3 *Risk Assessment* – Nothing to report

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr Nicholls gave the following update to the meeting:

- Someone has caused damage to the wall outside the building that was built for the ramps. Once this has been repaired Cllr. Nicholls asked the Parish Council to consider installing a number of small bollards to prevent a recurrence of the accident.
- A local resident contacted the Parish Council to report that moles have returned to the field and to some residents' gardens. Cllr. Nicholls offered to research local companies to remove them. **Action Cllr Nicholls**

6.2.2 *Internal alterations to the building* – Cllr. Nicholls reported that the plumber is delayed in completing the job due to unforeseen personal circumstances. However, efforts will be made to ensure that the Sports Pavilion is ready for the start of the cricket season.

6.2.3 *Cricket scoreboard rebuild* – Cllr. Nicholls met with the Cricket Club and discussed the proposals for rebuilding their scoreboard. Matters have been left with the Club to investigate grants.

6.2.4 *Coronation of King Charles, agree a budget for a community celebration* – Cllr. Thornton proposed that the Parish Council should host a celebration on the Sports Pavilion field at Ferry Lane to celebrate the coronation of King Charles III. This will be similar to the one held in 2022 to mark Queen Elizabeth II's Platinum Jubilee (but without the beacon). The celebration will be held on Sunday 7th May in the afternoon and will feature a bouncy castle, a bar run by a local group (as a fundraiser) and a barbeque run by Bishopthorpe Scouts.

Cllr. Thornton proposed spending up to £600 to enable a village celebration of the coronation. This was seconded by Cllr. Jemison and agreed unanimously.

6.3 Finance Committee

6.3.1 *Committee Report* – PKF Littlejohn has made contact with the Clerk to give details of this year's audit. As well as the normal audit the Parish Council has been advised that it has been selected for *Intermediate Review* for the 2022/23 reporting year as part of the required 5% sample of those who would otherwise be subject to a basic review.

6.3.2 *Internal Auditor* – Bishopthorpe Parish Council confirm that Tracey Loach will continue to act as the Internal Auditor for this year's audit.

- 6.4 Field 84, Riverside and Footpaths Working Party
6.4.1 *Update* – Nothing to report.
- 6.5 Youth Support and Children’s Recreation
6.5.1 *Monthly Park inspection* – Cllr. Astbury had the inspection bag for March and reported that there was lots of litter in the park during the last month. The bag was passed to Cllr Nicholls for the upcoming month.
- 6.6 Allotments
6.6.1 *Monthly report* – Cllr. George reported that there are currently twenty-two people on the waiting list. No plots have been released during the last month.
- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
6.7.1 *Monthly Report* – Cllr. Green reported that the recent AGM was well attended by Group Leaders and supper was provided for attendees. The Treasurer attended the meeting to explain how the building operates financially and how vital it is to attract more users in the future.
- Following on from an earlier discussion point, Cllr. Thornton suggested that the Parish Council may wish to consider registering Vernon House as a Community Asset. The building provides a place where many people can meet and is vital for social wellbeing. **Item to be included on the agenda for April.**
- 6.7.2 *Bishopthorpe Medical Surgery – update regarding the offer of a room to rent in Vernon House, Cllr. Harrison* – Nothing to report.
- 6.8 Web Site Management
6.8.1 *Monthly update* – Jeannie Conley, the Parish Council Website Manager, reported that the website is up to date
- 6.9 Bishopthorpe Library
6.9.1 *Monthly update* – No recent meeting.
- 6.10 Environmental and Sustainability
6.10.1 *Monthly Report* – Nothing to report.
- 6.10.2 *Bishopthorpe Parish Council request to join One Planet York* –Cllr. Green gave a brief explanation of the aims and objectives of One Planet York and suggested that the Parish Council should support this organisation, who actively promote environmental issues and sustainability.
- Cllr. Green proposed the Parish Council join ‘One Planet York’ at a cost of £10 per annum. This was seconded by Cllr. Astbury and agreed unanimously.
- 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 orchard is beginning to awaken for Spring but explained that the grass will remain uncut as it forms the basis of a wildflower meadow.

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7 **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 28/3)	432.00
Monthly direct debit to E-On Village Hall Electricity (due 16/3)	367.93
Monthly direct debit to E-On Village Hall Gas (due 28/3)	344.00
The Renewable Energy Co. Vernon House Electricity (due 20/3)	29.31
PlusNet – Village Hall Wi-Fi connection monthly charge (paid 2/3)	28.87
PlusNet – Vernon House Wi-Fi connection, monthly charge (paid 2/3)	28.87
PlusNet – Village Hall Wi-Fi connection monthly charge (paid 28/3)	28.87
PlusNet – Vernon House Wi-Fi connection, monthly charge (paid 28/3)	28.87

Total Amount paid	£1,288.72
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7.1.2 **On-Line Banking payments**

Amounts paid

Clerk’s Salary	772.00
Clerk’s Expenses (Stationery for new financial year, Epson multipack coloured ink cartridges)	76.45
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	4.85
C Julie Bradley - Vernon House Caretaker	250.00
C Julie Bradley - Vernon House Caretaker expenses (paid 2/3)	47.97
C Henk – Sports Pavilion cleaning	120.00
C Henk – Sports Pavilion cleaning expenses	0.00
A Powell – Sensory Garden gate daily opening / locking	417.00
York Wi-Fi Solutions – monthly charge for support and maintenance	24.00
Sports Turf Services Ltd – Grass cutting sports field, Ferry Lane	0.00
Darren Miles Joinery – repair of Village Hall toilet	70.00
Dennis King Electrical Ltd – change two hall lights	50.40
PRS / PPL Music Licence for Village Hall	276.08
Crombledale Contracting - repairs to allotment gates	997.50
Rebecca Clark – Play Area gate locking / unlocking 20/11/22 to 24/3/23	372.00
On-line payment total	3,915.75

Payment Total	£5,204.47
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7.2 **Income Receipts**

Village Hall rental income:

20/2 J Prankitt	50.00
21/2 Lawton, Tuesday badminton	155.00
21/2 S Allen, Black Cats Pilates	25.00
23/2 Wright RE	55.00
23/2 W Allison, Wednesday Badminton	18.00
23/2 M Greatrex	55.00
24/2 Sue Coates, Slimming World	50.00
27/2 The Cool Notes	15.00
28/2 S Allen, Black Cats Pilates	25.00

28/2 Gorwood AM	200.00
3/3 Sue Coates, Slimming World	50.00
8/3 McNulty	55.00
9/3 S Allen, Black Cats Pilates	25.00
10/3 Morton S	55.00
10/3 Sue Coates, Slimming World	50.00
13/3 The Cool Notes	15.00
15/3 J Prankitt	50.00
17/3 Sue Coates, Slimming World	50.00

Other Income:

Monthly interest from National Westminster	54.30
Bishopthorpe Playgroup, December 2022 quarterly rent	1300.00
City Council, Double Taxation refund	10,179.77

£12,532.07

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

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| 23/44 | 8 | <p>School Governors</p> <p>8.1 <i>Infants School</i> – Cllr Nicholls reported that there are lots of competitions occurring at the school for Easter.</p> <p style="padding-left: 20px;">Both schools have just had their first joint meeting under new leadership.</p> <p>8.2 <i>Junior School</i> – Nothing to report</p> |
| 23/45 | 9 | <p>Young Person of the Year Award and the Gordon Watkins Community Award</p> <p>9.1 Committee Report – Nothing to report.</p> |
| 23/46 | 10 | <p>Pinfold</p> <p>10.1 <i>Committee Report</i> – Nothing to report.</p> |
| 23/47 | 11 | <p>Sensory Garden</p> <p>11.1 <i>Committee Report</i> – Nothing to report.</p> <p>11.2 <i>Mosaic repairs</i> – Nothing to report</p> |
| 23/48 | 12 | <p>Police Liaison</p> <p>12.1 <i>Ward Manager's Report</i> – Cllr. Green reported that the Police taser expert has been invited to the May meeting of the Parish Council</p> <p style="padding-left: 20px;">Cllr. George reported the following crime incidents occurring in the village for January: four crimes in total - two anti-social behaviour, one violence and one 'other' theft.</p> <p>12.2 <i>Commissioner Zoe responds to North Yorkshire Police inspection: 'Our Police Force needs to do significantly better'</i> – Noted.</p> |
| 23/49 | 13 | <p>Local Council Association</p> <p>13.1 <i>Yorkshire Local Councils Association</i> – Nothing to report.</p> |

13.2 *Resolutions for debate by member Councils and Parish meetings to the Yorkshire Local Councils Association Joint Annual Meeting 2023* – Cllr Thornton reported that this gives Parish Councils the opportunity to come together to put forward proposals for consideration, thus strengthening any request.

23/50 14 **Highway Matters**

14.1 *Email from Abbey Michelle Urbanski re speeding in Church Lane* – Cllr. Thornton reported an email received from a resident of Church Lane describing speeding vehicles. Mrs Urbanski described how the volume of traffic has increased over the past ten years to include both cars and lorries, many exceeding the 20mph speed limit. The use of Church Lane as a cut-through from the A64 to York is worrying for residents of Church Lane. Mrs Urbanski would like the Parish Council to log and monitor her concerns and explained that her next step would be to report the matter to the Police.

Cllr. Thornton offered to contact Mrs Urbanski to encourage her to report her concerns to the Police to request a police presence on the road and enforce any necessary action.

23/51 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *Parish and Town Council elections – 4th May 2023 – nomination packs for distribution* – The information was distributed by the Clerk to the Parish Councillors.

15.2 Others

15.2.1 None

23/52 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 March.

23/53 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. Astbury reported that she recently met with Brunswick Organic Nursery to discuss uplifting the cost from the Ward Committee for flower displays on the Main Street. Their head gardener is pricing the job and will report back to Cllr. Astbury.

23/54 18 **Date and time of next meeting – Tuesday 25th April, 2023, which will include the Annual Parish Meeting, at 7.15pm at the Village Hall.**

Meeting closed at 8.15 pm