

**Minutes of the Parish Council meeting held at 7.00pm on Tuesday 26<sup>th</sup> September 2023 at Vernon House, Bishopthorpe.**

*The Chair opened the meeting at 7.04 pm.*

Mrs Knowles of Keble Park South, who has lived in the village for over forty years, attended the meeting to express her disappointment that the doctors surgery is closing in 2024. As a former nurse Mrs Knowles explained how important it is to have a surgery for elderly residents who may be without transport and urged the Parish Council to intervene to keep the surgery open in Bishopthorpe.

Cllr. Harrison explained that the Parish Council is aware of the imminent closure of the surgery because the landlord has no wish to renew the lease on the Church Lane building after 2024. Efforts have been made by the Old School Medical Practice to extend their premises in Copmanthorpe, to comfortably combine the two practices, but the planning application has been refused by the City Council. The Parish Council stepped in to offer a room in Vernon House where a satellite surgery could be set up but so far this offer has not been accepted. The offer of a room at Vernon House is still extended to the practice. A further suggestion has been made to the Doctors that they may wish to investigate the Junior School Caretaker's house on Copmanthorpe Lane to see if that is fit for purpose and available to rent. The Parish Council can only now wait and see what decision they come to.

*The September meeting commenced at 7.12pm*

**Council Members Present:**

Cllr. Harrison, Cllr. Jemison, Cllr. George, Cllr. Nicholls, Cllr. Astbury, Cllr. Green, Cllr. Stephen, Cllr. Mason and Cllr. Gajewicz

23/1524 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.*

23/153 2 **Apologies for absence.**

Cllr Thornton

23/154 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.*

23/155 4 **Minutes of Meeting, 22<sup>nd</sup> August 2023**

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

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**Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

- 5.1.1 **11 Maple Avenue.** Two storey side and single storey rear extensions. 23/01617/FUL. **No Objection**
- 5.1.2 **Bracken Lodge, 10 Main Street.** Re-pollard Willow tree to previous pollard heads – tree works in Conservation Area. 23/01681/Tree Conservation Area. **No Objection**
- 5.1.3 **1a Keble Park South.** Two storey side and single storey rear extensions. 23/01751/FUL. **No Objection**
- 5.1.4 **59 Main Street.** Fell one Lawon’s Cypress tree in rear garden – tree in a conservation area. 23/01770/Tree Conservation Area. **No Objection**

4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in blue*)

- 5.2.1 **30 Copmanthorpe Lane.** Variation of conditions 2 and 3 of permitted application 22/02425/FUL to alter pitched roof of rear extension to a flat roof and proposed materials for outbuilding and flat roof. 23/01255/FUL. **No Objection** Approved
- 5.2.2 **6 Keble Park Crescent.** Single storey side/rear extension and conversion of garage to habitable space following demolition of existing conservatory. 23/00861/FUL. **No Objection** Approved
- 5.2.3 **28 Maple Avenue.** Two storey side extension and single storey front and rear extensions following demolition of existing carport and outbuilding. 23/00649/FUL. **No Objection** Approved
- 5.2.4 **32 Beech Avenue.** Raised fencing to garden boundary (retrospective). 23/01224/FUL. **Objection** Approved with stipulation.
- 5.2.5 **58 Acaster Lane.** Remove one limb and deadwood of one oak protected by Tree Preservation Order 4/1987 and fell one silver birch protected by Tree Preservation Order 2/1989. 23/01244/Tree Preservation Order. **No Objection** Approved

Cllr Harrison asked if the donkey sanctuary on Acaster Lane needed planning permission to build the large stable that has appeared in recent weeks. Cllr. George offered to investigate. **Action Cllr George**

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 – Nothing to report*
- 5.4.2 *54 & 32 Beech Avenue, perimeter fences – The application for 32 Beech Avenue has been approved by the City Council (5.2.4 above). Cllr. George reported that the application for 54 Beech Avenue is under investigation.*
- 5.4.3 *Gateway York, proposal to build approximately 114 new houses at the top of Sim Balk Lane – Nothing to report*

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**Services**6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Cllr. Harrison reported that *Braids By Olivia* – who was using the hall as business premises – is no longer renting the small meeting room. Cllr. Mason challenged Cllr. Harrison to explain on what grounds was the business asked to leave. Cllr. Harrison replied that the hair braiding business took over the small meeting room all day, leaving a large mirror, chairs and other equipment in the room on a permanent basis. The business was then operated on a drop-in basis thus excluding all the other users of the small meeting room. The insurance document held by the Parish Council does not cover sub-letting to business users.

6.1.2 *External Repairs* – Nothing to report.

6.1.3 *Solar Panel Installation* – Cllr. George reported that three quotes have been received as follows:

- Ask Renewables £12,000, including VAT.
- Green Buildings £18,700 including VAT
- GNR Roofing £83,000 including VAT. (This quote is for both the roof repairs (£12k) and solar panels (£71k). It was explained that this quote is much higher than the other two because the solar panels would be designed to be part of the roof, rather than sitting on top of the existing roof.)

The drone inspection of the roof conducted by GNR Roofing exposed a small amount of tile damage. The cost of the drone inspection is £600 plus VAT and it was agreed that this will be paid at the beginning of October. **Action Clerk.**

Cllr. Harrison produced a set of Parish Council minutes from 2002 when the roof was inspected. The report declared the internal roof void as a dangerous area – the roof joists, which are very narrow, were deemed strong enough to support the roof but not strong enough to support a person. (Entry to the roof void was forbidden following this report.) Further internal inspections were conducted in 2004 and 2007 by J Langley Roofing Services Ltd, which again declared the roof to be safe and that no asbestos was present.

Given the nature of the joists it was agreed that the roof, in its current construction, may not be able to support the additional weight of solar panels.

Following this discussion it was agreed that a new roof inspection should be carried out, as the last one was done sixteen years ago. In addition Cllr. George was asked to seek three new quotes to repair the damage to the roof tiles. **Action Cllr George**

*Elizabeth Knowles – left the meeting at 7.32pm*

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr Nicholls reported the following items

- It was agreed that the quote for £880 plus VAT to take away the asbestos at the Sports Pavilion will be accepted.
- The Parish Council has repeatedly tried to contact Tim Foster of TimCo Plumbing to ask that the refurbishment of the Sports Pavilion is completed. No response has been received, which leaves the Parish Council no

alternative but to commence legal proceedings, to claim back part of the £16,500 paid to Mr Foster, for the unfinished work. It also transpires that electrical work which was sub-contracted by Mr Foster has been poorly done. To rectify this the Parish Council has a quote from Dennis King Electrical Ltd for the amount of £1,351.00. It was agreed that this work must be undertaken as a matter of urgency to ensure that the building is safe and this sum will be added to the claim made against Mr Foster.

- The drain, which was fixed, has leaked again.

6.2.2 *Cricket scoreboard rebuild* – Nothing to report.

6.2.3 *Register for asbestos* – An asbestos register should be held by all Parish Council owned buildings and Cllr. Nicholls has found a suitable company who are able to do this for the sum of £550. Cllr. George asked if they would also inspect a number of allotment plots at the same time and add them to the register. This was agreed by Cllr. Nicholls who will contact them to ask them to undertake the work. **Action Cllr Nicholls**

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.3.2 *Website update – Notice of Conclusion of Accounts – to be published on website by no later than 30/9* – Cllr. Astbury has contacted the website provider, Eyelid, who are having great difficulty gaining access to the Parish Council site. As soon as access is made the documents (together with back dated minutes) will be input.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Nothing to report.

6.4.2 *Church Commissioners - York Estate (Bishopthorpe) - Tree Safety Surveys* – The Church Commissioners informed the Parish Council that they will shortly undertake a tree survey on their land. The Parish Council notified Bishopthorpe Playgroup that this inspection will take place.

6.4.3 *York Marine Services Public Liability Insurance Request for confirmation – no response to third request for information* – Three written requests have been made to Mr Peter Mandy to confirm that York Marine Services have public liability in place for the year 2023/24. No response has been received from the company. It was agreed that Cllr. Jemison will contact Mr Mandy to personally request the confirmation. **Action Cllr Jemison**

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly Park inspection* – Cllr. Stephen had the inspection bag for August and reported that some wooden battens have been dislodged and the wood chip is low around the swings. Cllr. Harrison commented that the ROSPA Annual inspection is due at the end of the year and wood chip will be replenished at that time.

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

The park will be closed for 48 hours to treat the Mares Tail weed with insecticide. However this job needs to be done in dry weather and keeps being postponed by rain.

6.6 Allotments

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

- **Acaster Lane Site:** Plot AC15a is now under control and two further plots at Acaster Lane have been given up. One of these will be split in to four smaller plots to help reduce the waiting list.
- **Appleton Road Site:** Two plots have been given up because of the following issues – AP53 has suspected asbestos on site in storage containers and the other has a long overgrown boundary hedge. Cllr. George suggested that the plot with the overgrown hedge should be split in two lengthways (to share the burden of the hedge) and that the new plots will be offered rent-free for the first year.

Mike Dale of Crombledale Contracting has obtained a sprung wheel to mend the orchard gate but the work has not yet commenced.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Green reported that Catalyst Community Resource Group has not had any speakers during the summer as the dates clashed with Vernon House trips.

Cllr. Green offered to put an article in Link Magazine advertising Vernon House as a meeting space. After a lengthy discussion it was agreed that the space is more suited to the elderly renter but that younger people would not be discouraged if the space were appropriate for their requirements.

Cllr. Stephen suggested that the Vernon House sign should be altered to advertise the space as a community centre. Better signage may encourage a different sort of enquiry.

6.8 Web Site Management

6.8.1 *Monthly update* – The website is not up to date. Eyelid productions has been contacted to provide assistance.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* –Nothing to report

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr. Mason reported that the village contains many people who are undertaking green / environmental activities independently and offered to keep a record of these activities by means of a mapping project. The aim of this would be to publish details on the Parish Council's website to encourage more involvement of residents

Cllr Green advised that she would attend an eco-seminar on Saturday 29<sup>th</sup> September at Elvington to represent Bishopthorpe Parish Council

- 6.11 Community Emergency Planning
  - 6.11.1 *Monthly update* – Cllr Nicholls has contacted Lucy Trewitt of North Yorkshire Council to confirm details of the emergency plan.
  
- 6.12 Bishopthorpe Orchard
  - 6.12.1 *Committee Update* – Cllr Green reported that an annual cut and rake was done in the orchard with help from volunteers.

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## **Financial Transactions**

7.1	<u>Payments to approve</u>		
7.1.1	<b>Cheque / Direct Debit payments</b>		
	Monthly direct debit to E-On Village Hall Electricity		261.49
	Monthly direct debit to E-On Village Hall Gas		278.00
	The Renewable Energy Co. Vernon House Electricity		44.62
	Monthly direct debit to E-On Sports Pavilion Electricity		281.00
	York Wi-Fi Solutions – monthly charge for support and maintenance		24.00
	PlusNet – Village Hall Wi-Fi connection monthly charge		28.87
	PlusNet – Vernon House Wi-Fi connection, monthly charge		34.96
	B.online – New line installation		36.00
	B.online – Rental charges		79.19

<b>Total Amount paid</b>		<b>£1,068.13</b>
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7.1.2	<b>On-Line Banking payments</b>		
	<b>Amounts paid</b>		
	Clerk’s Salary		772.00
	Clerk’s Expenses (allotment letter stamps)		83.80
	M Haynes - Village Hall Facilities Manager		437.50
	Village Hall Facilities Manager expenses		30.89
	C Julie Bradley - Vernon House Caretaker		250.00
	C Julie Bradley - Vernon House Caretaker expenses		0.00
	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
	Sports Turf Services Ltd – Grass cutting cricket field, Ferry Lane		180.00
	Ainsty Landscapes – Grass cutting sports field, Ferry Land		720.00
	HMRC Employers NIC monthly payment		0.00
	PKF Accountants – External audit fee		378.00
	Dennis King Electrical Ltd – replace bathroom light, Sports Pavilion		90.00
	Playdale 50% balance for vertical pole		351.00
	Yorkshire Local Councils Association – course fee Cllr. Green / planning		25.00
	Cllr. Harrison – Various expenses, see below *		108.42
	Vesta Fire Protection – Bi- annual service at Village Hall		157.50
	Darren Miles Joinery – repairs to disabled support, Village Hall		35.00
	Lucion Services Ltd – sampling of rubble at Sports Pavilion		216.00
	Annual Microsoft 365 Renewal for Clerk’s computers		159.98

Business Stream – Vernon House water charge	33.56
Roadway UK TM Ltd – Fee for road Bishopthorpe Festival road closure	720.00
Richard Edmunson – WC repairs at Vernon House	72.00
Dennis King Electrical – repairs to toilet lights in Sports Pavilion	272.92

On-line payment total	5,243.57
<b>Payment Total</b>	<b>£6,311.70</b>

*\* Cllr. Harrison expenses – First Aid for less – 2 HSE First Aid kits for Village Hall and Sports Pavilion £40.60, Dobbies – Plants for Sensory Garden £26.97, Max Spielman – photos for Bishopthorpe Festival £38.25 and Post Office – cost of registered letter to Sports Pavilion contractor £2.60. Total £108.42*

**7.2 Income Receipts**

Village Hall rental income	1,388.25
HMRC VAT – refund for year ending March 2023	4,483.85
Vernon House rental income	419.50

<b>Total Income</b>	<b>£6,291.60</b>
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Approval of financial transactions proposed by Cllr Jemison and seconded by Cllr Nicholls. Carried Unanimously.

23/159    8    **School Governors**

8.1    *Infants School* – Nothing to report.

8.2    *Junior School* – Nothing to report

23/160    9    **Gordon Watkins Community Award**

9.1    *Committee Report* – Nothing to report.

23/161    10    **Pinfold**

10.1    *Committee Report* – Nothing to report.

23/162    11    **Sensory Garden**

11.1    *Committee Report* – The planters in the Sensory Garden are maintained by Mrs Harrison who has confirmed that she wishes to continue to do so going forward. Ground elder in the garden has been treated to help destroy it and new plants have been put in. Some dead trees need pruning and a new gardener (Bear Tree Care) is to attend site this week to give a price for the job.

11.2    *Mosaic repairs* – This item has been on the Agenda since July 2018, with no update this month.

23/163    12    **Police Liaison**

12.1    *Ward Manager’s Report* – Cllr. George reported the following crime statistics for July 2023: Anti- Social Behaviour 3, Burglary 1, Criminal damage / arson 1, Public Order 1, Violence 1 and Vehicle Crime 1.

Cllr. Green reported that a new Independent Advisory Group is forming, which she will be part of. A new PCSO Toni Holdsworth has been appointed for Bishopthorpe and Cllr Green has made contact to invite her to the Parish Council meeting.

12.2 *Email from Commissioner Zoë - announces NEW funding to help prevent and tackle serious violence in York and North Yorkshire – Noted.*

12.3 *Email from Commissioner Zoë “makes the work of her office more available to the public stating her team of employees provide ‘huge value’ – Noted.*

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**13 Local Council Association**

13.1 *Yorkshire Local Councils Association – Cllr. Harrison reported that there has been no meeting in the last month.*

13.2 *White Rose updates – Noted*

13.3 *Invitation to a 20mph meeting by 20's Plenty for York Tues 5th September 8pm – Noted.*

13.4 *D-Day 80, 6<sup>th</sup> June 2024– Celebration Guide – Noted.*

13.5 *Information Bulletin & Training – Noted.*

13.6 *Talking Tables Training Day - 10 November – Noted*

13.7 *NALC consultation on Local Plans – Noted*

13.8 *Breakthrough Communications Webinar Training Sessions – Noted*

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**14 Highway Matters**

14.1 *Brunswick Organic Nursery, cost of village flower displays – Cllr. Astbury reported that Bishopthorpe Organic Nursery are willing to maintain the hanging baskets on Main Street. The flower barrels that are rotten and falling to pieces will be replaced by Brunswick Organic Nursery. It was agreed that the two barrels in front of the bakery on Sim Balk Lane will be removed and not replaced.*

14.2 *Copmanthorpe No.2 Level Crossing - Pre-Inquiry Meeting details – Noted.*

14.3 *Email from Chris Heathwood – changes to Bus 11 timetable – Without consulting the Parish Council the bus times have been changed again and are now every 50 minutes. Cllr. Harrison has emailed the consultation group and asked them to contact the Parish Council in future to discuss the impact any future changes will have on residents, before implementing them.*

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

15.1.1 *Appleton Road Bridge – Following a meeting at the City Council it is understood that a weight restriction limit will be placed on the bridge. Signage will be displayed and residents will be encouraged to report any vehicle breaking the restriction.*

*20mph speed limit in Bishopthorpe – At the same meeting of the City Council it was agreed that a speed restriction of 20mph will be implemented in the village. This will be monitored over the first 12 months to calculate its effectiveness.*

*It was also reported that the double yellow lines at the bend in the road on Acaster Lane with Main Street, will be extended.*



15.2 Others

## 15.2.1

*Aerated Concrete – RAAC – use in Parish Council buildings* – Cllr. Harrison understands that this only applies to buildings erected in the period 1950-1990 that used reinforced concrete.

The buildings the Parish Council are responsible for are as follows:

- Village Hall - brick built before the 1950's with upgrade in 2010 / 11 (in brick).
- Sports Pavilion - a brick building so it is unlikely to contain reinforced concrete.
- Vernon House - a brick building and under lease from the City of York Council.

It was therefore concluded that Parish Council buildings are not affected by RAAC.

## 15.2.2

*Report on Bishopthorpe Festival* – Cllr. Harrison reported that it was a good event and useful to raise the Parish Council's profile as it generated a lot of interest in the Parish Council. Thirty-seven people in total completed the Parish Council's quiz.

Cllr Stephen thanked the Chairman for organising the photos and quiz.

23/167 16 **Ward Committee** – *Ward Committee update report from Ward Councillor Cllr. Nicholls:*

- The Ward Councillor held a meeting with Bishopthorpe and Acaster Malbis Parish Council Chairmen to discuss suggestions for Ward Committee spending in the respective parishes. The budget will be signed off in early October.
- It is the intention of the new Ward Councillor to hold a Ward Committee Meeting in the village (the first one to be held in Bishopthorpe for many years) on Monday 23<sup>rd</sup> October in the Church Hall on Church Lane at 7pm. Residents will be invited to attend and contribute to the discussion.

23/168 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr Green reminded the meeting that the Annual Apple Pressing Day will be held at the Village Hall on Sunday 7<sup>th</sup> October. Help is needed setting up and dismantling equipment.
- Cllr George confirmed that B.online are the internet providers at the Village Hall and Vernon House – replacing PlusNet who have ceased trading.

23/169 18 **Date and time of next meeting – Tuesday, 24<sup>th</sup> October 2023 at 7pm at the Village Hall.**

Meeting closed at 8.58 pm