

**Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 27<sup>th</sup> June 2023 at the Village Hall, Main Street, Bishopthorpe.**

*The Chair opened the meeting at 7.02 pm.*

**Council Members Present:**

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

23/98      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.*

23/99      2      **Apologies for absence.**

Cllr. Thornton

Cllr. Harrison welcomed new Councillor Sarah Mason to Bishopthorpe Parish Council.

Cllr. Harrison asked Cllr. Mason to join the following committees: the Planning Committee and the Environmental and Sustainability Committee. Cllr. Astbury was asked to join the Riverside and Footpaths Committee.

23/100      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. Mason declared an interest in item 6.3.3

23/101      4      **Minutes of Meeting, 23<sup>rd</sup> May 2023 and Minutes of the Annual Meeting of the Parish Council 23<sup>rd</sup> May 2023.**

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

Acceptance of the Annual Meeting 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.

23/102      5      **Consideration of Planning Matters and recommendations of the Planning Group**

5.1      Notice of Applications received

5.1.1      **39 Montague Road.** Dormer to rear. 23/01017/FUL. **No Objection**

- 5.1.2 **5 Acaster Lane.** Dormer to rear and two new rooflights to front. 23/00931/FUL. **No Objection**
- 5.1.3 **67 Beech Avenue.** Single storey rear extension following demolition of conservatory. 23/01087/FUL. **No Objection**
- 5.1.4 **Moor Lane Construction, Unit 1 Moor Lane.** Erection of four dwellings with associated access, parking and landscaping following demolition of existing commercial buildings. **Amendments to original proposal:** revised design. 23/00391/FUL. **No further comments added.**
- 5.1.5 **42 Sim Balk Lane.** T1 Beech (*Fagus Sylvatica*) (Tree Preservation Order No. CYC 211-T1) – Crown reduce by 10% and crown thin by 20%. 23/01131/Tree Preservation Order. **No Objection**
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in blue*)
- 5.2.1 **Norwood, 3 Lang Road.** Crown reduce height of a number of Holly trees protected by Tree Preservation Order no. CYC16. 23/00710/Tree Preservation Order. **No Objection** Approved
- 5.2.2 **23 Maclagan Road.** Two storey side extension, loft conversion with dormer to rear, single storey rear extension and erection of new outbuilding to rear garden. 22/02500/FUL. **No Objection** Approved
- 5.2.3 **16 Beech Avenue.** Single storey rear extension. 23/00643/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 – Cllr. Harrison reported that an Inspector was due to visit the site during June.*
- 5.4.2 *32 Beech Avenue, perimeter fence – A retrospective planning application has been submitted by the residents for their perimeter fence. A copy has not yet been seen by the Parish Council.*
- 5.4.3 *Gateway York, proposal to build approximately 114 new houses at the top of Sim Balk Lane – An article was recently published by York Press regarding the proposed development and asking for public opinion.*

6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report – Reporting by email before the meeting Cllr. Thornton advised that the TV licence notice for Village Hall is in hand. The notice, which will be displayed in the hall, states that:*

*“Bishopthorpe Parish Council does not have a TV Licence for the Village Hall (Vernon House / Sports Pavilion) and therefore hirers must not watch (or record) live TV programmes on any type of device or download or watch BBC programmes on iPlayer. If you break the law, YOU risk prosecution and a fine up to £1,000 plus any legal fees and/or compensation you may be ordered to pay.”*

(Cllr Green confirmed that the same notice is on display in Vernon House).

Cllr. George reported that the Eon Gas and Electricity contracts have been fixed on a two-year deal. (The Electricity account has been converted to a single rate as it gives more beneficial terms).

The following fire compliance tests are due in June :

- Village Hall – Fire alarms and emergency lights
- Sports Pavilion – Fire Extinguishers
- Vernon House – Fire alarms and emergency lights.

Cllr. Green opined against using Advance Fire Services to undertake the inspections following a mistake made at Vernon House in 2022 when the emergency lights were left on by the Inspector. Following this error it was necessary for these to be replaced by the Parish Council. Cllr. Green proposed granting the emergency light testing contract to Electrotest for the Village Hall and Vernon House. This was seconded by Cllr. George and agreed unanimously. **Action Cllr Green.** It was agreed that Advance Fire will be called in to undertake the extinguisher tests at the Sports Pavilion (due in June) but Cllr. Astbury was asked to research another provider to undertake the fire alarm tests at the Village Hall and Vernon House. Cllr. Harrison stressed the urgency of this as the tests are due in June. **Action Cllr Astbury**

Cllr. George informed the meeting that he has undertaken preliminary investigation into solar panel installation at the Village Hall. *Green Building* have quoted an amount of £22,498.56 (inc. VAT) for the job, which does not include the cost of scaffolding. There may be other hidden expenses to add, such as a roof inspection, which must be known before the Parish Council can make a decision as to whether to proceed or not. The cost of the installation could be paid back over a 10/15 year period but over time the panels will become less efficient and may need replacing after 25 years. Following a lengthy discussion it was agreed that the full cost of the project must be known and that two other quotes must be sought. **Action Cllr. George**

As recorded in the Parish Council's May minutes the quote from Dennis King for £4,408.80 to upgrade the hall lighting was accepted as two other contractors refused to quote for the work. Cllr. Harrison was disappointed to note that the Parish Council was charged a further £48.13 for a faulty light switch but concluded that this must be paid. **Action Clerk.**

6.1.2 *External Repairs* – Nothing to report.

6.1.3 **All Councillors to sign an updated Village Hall Dispensation Request** – Cllr. Thornton to sign the document at the next meeting.

6.2 Sports and Leisure Management Committee

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

- Repairs have been made to the alarm and to a broken light.
- The builder undertaking the internal refurbishment has been chased to complete the job.
- Cllr. Nicholls is investigating if waste material has an asbestos content – this confirmation was requested by the removal company.

- Hemlock in the field close to the pavilion has been reported to the City Council for removal.

Cllr. George reported that the surplus balance on the Sports Pavilion Eon Electricity account was used to clear the balance on the gas and electricity accounts at the Village Hall. The monthly direct debits on all three accounts are being closely monitored this month as the on-line account is still showing the old information. This has been queried with Eon by Cllr. George.

6.2.2 *Cricket scorebox rebuild* – The Cricket Club is looking at grants to assist with the rebuild.

6.2.3 *Non-payment of Cricket Club Annual Precept - £218.00 due 30<sup>th</sup> April 2023.* This was chased with the club and paid on the 27<sup>th</sup> June. The next instalment of £216.00 is due on the 31<sup>st</sup> August (with the final instalment of £216.00 due on the 31<sup>st</sup> December).

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.3.2 *Bishopthorpe History Group* – Cllr. Harrison restated the request from the group as quoted in the May 2023 minutes:

*“The group reported that they are putting forward a NHLF bid to fund a new open website for Bishopthorpe Community Archive. For a successful Lottery bid the website must be maintained and hosted for five years. However, the cost of doing this will take the group over the maximum £10,000 that they are bidding for and they have asked if the Parish Council will cover the cost of either the maintenance or hosting fees for a five- year period.*

*The maintenance would cost £1,250 (£250 per year) and the hosting £550 (£110 per year). Both figures are exclusive of VAT and the payments could be paid in one lump sum or in yearly instalments over the five-year period.*

*Cllr. Harrison reported that Bish.net website may soon cease due to non-use and the History Group will ensure all their posts are transferred to a new community archive website”*

Cllr. Harrison proposed that the Parish Council should pay £360 for maintenance and hosting costs for the first year on the condition that the group’s lottery bid is successful. This was seconded by Cllr. Green and agreed unanimously. The group will be advised that funding may also be available from the Ward Council.

6.3.3 *Water Charges for Parish Council owned buildings* – Cllr. George has investigated whether savings could be made by transferring the Parish Council’s water supply from Business Stream to another supplier. The Broker, LoveEnergy, was used but failed to produce a supplier worth transferring to. It was agreed that this issue will not be progressed further.

6.4 Field 84, Riverside and Footpaths Working Party

6.4.1 *Update* – Nothing to report

6.4.2 *Email from Ms Rowntree regarding noise from The Boatyard Campsite* – Ms Rowntree was advised to contact the City Council to raise her concern about noise levels from the boatyard.

Cllr. Harrison stated that any issues with tents put up on Field 84 have been reported to the owner of York Marine Services and they have been taken down within 24 hours of reporting.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly Park inspection* – Cllr George had the inspection bag for June and reported the following:

- The entrance to the park was flooded following a recent heavy downpour.
- The entrance gate hinge has been greased.
- Some of the edging boards are missing.
- Trees that were overhanging equipment have been pruned.
- One visitor stated that they use the area under the tree by the sandpit as a shelter from the sun as well as a picnic area. The tree canopy was raised to allow better access but needs further work.
- A large wooden bar on one piece of equipment has broken due to rot. Cllr. Harrison has reported this to Playdale.

Cllr. Harrison reported that he has tried to contact Seagrave to undertake an early inspection of the site but without success. The bag was passed to Cllr Green for the upcoming month.

Councillors do a weekly check at the Play Area and then an annual check is requested by a ROSPA Inspector. The new Councillors will be included in the rota.

6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported that there are twenty-four people on the waiting list.

*Appleton Road Site:* Mike Dale of Crombledale Contracting has obtained a sprung wheel to address the problems with the orchard gate. The on-site water tap is rotting and needs to be replaced.

*Acaster Lane Site:* Richard Green has replaced the faulty tap and highlighted that one of the wooden water tap posts has decayed.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Green reported that Friday 30<sup>th</sup> June will see the last session of the IT meeting in Vernon House until September.

Cllr. Green recounted that there have been many complaints received about the state of the grass in Vernon Close – the City Council do not have the budget to cut it as frequently as before. Following a conversation with Morwenna Christian, Cllr. Green agreed that wildflower seeds could be scattered in the grass area to the front of Vernon House, which could give a pleasing display rather than long uncut grass.

It was reported that all groups are running well with Catalyst Community Resource Group using Vernon House when the races are on, as there is no space in the Marcia Public House for their meeting at these times.

Cllr Harrison informed the meeting that he emailed Dr Beech at the Old School Medical practice for an update on the closure of the doctor's surgery in

Bishopthorpe. There is nothing new to report at the moment but Cllr. Harrison mentioned that the Doctors may wish to investigate space at the disused caretaker's bungalow at the Junior School as an alternative space for a satellite surgery.

- 6.7.2 *Registration of Vernon House as an Asset of Community Value* – On the 10<sup>th</sup> July there is a meeting at the City Council which will recommend that Vernon House is officially listed as an asset of community value.

6.8 Web Site Management

- 6.8.1 *Monthly update* – The year-end financial audit records have to be displayed on the Parish Council's website by the 1<sup>st</sup> July by law. Jeannie Conley, the website administrator, has been asked to ensure that they are in place by this date.

It was agreed that the Parish Council should have a number of Councillors who are able to take over this job from Mrs Conley and Cllr. Astbury and Cllr. Mason agreed to offer their assistance with a view to taking over. Cllr. Astbury offered to contact Mrs Conley. **Action Cllr Astbury**

6.9 Bishopthorpe Library

- 6.9.1 *Monthly update* – The library held their AGM on the 26<sup>th</sup> June which was attended by Cllr. Gajewicz. Emphasis was placed on the importance of fund-raising to ensure the continuance of the library service in the city. Bishopthorpe Library is hosting a number of fund-raising activities over the coming months – details of which are on-line or displayed in the library.

6.10 Environmental and Sustainability

- 6.10.1 *Monthly Report* – Cllr Green hopes able to attend the upcoming meeting of York Environment Forum.

6.11 Community Emergency Planning

- 6.11.1 *Monthly update* – Cllr. Harrison reported on a new piece of legislation entitled 'Martyn's Law.' Last month the government published the draft Terrorism (Protection of Premises) bill which sets out the requirements that -

*“... under Martyn's Law, venues and other organisations will have to meet to ensure public safety. 'Martyn's Law' is a tribute to Martyn Hett who was killed alongside 21 others in the Manchester Arena terrorist attack in 2017. The legislation aims to ensure venues and visitor attractions are prepared for, and ready to respond in the event of, an attack. A tiered model will be introduced for certain locations depending on the capacity of the premises or event and the activity taking place, to prevent unnecessary burden to businesses and organisations. The law will require some venues to take appropriate measures based on the size and nature of their activities comprising a standard tier for venues with a capacity of 100 to 799 people, and an enhanced tier for venues with a capacity of 800 or more.*

Cllr. Harrison commented that the National Local Councils Association is taking this issue up as it may be too strenuous for local Village Halls to implement and may have a detrimental effect on how they operate. The issue will be monitored.

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	<b>Cheque / Direct Debit payments</b>	
	<b>Amounts paid</b>	
	Monthly direct debit to E-On Village Hall Electricity (due 28/6)	966.63
	Monthly direct debit to E-On Village Hall Gas (due 28/6)	432.00
	The Renewable Energy Co. Vernon House Electricity (paid 20/6)	42.40
	Monthly direct debit to E-On Sports Pavilion Electricity (paid 16/6)	605.28
	PlusNet – Village Hall Wi-Fi connection monthly charge (paid 1/6)	28.87
	PlusNet – Vernon House Wi-Fi connection, monthly charge (paid 1/6)	28.87
	<b>Total Amount paid</b>	<b>£2,104.05</b>
7.1.2	<b>On-Line Banking payments</b>	
	<b>Amounts paid</b>	
	Clerk's Salary	772.00
	Clerk's Expenses (Postage fee – Audit to PKF Littlejohn £3.10 / Black cartridge 42.99 / Multi-coloured cartridges £38.99)	85.08
	M Haynes - Village Hall Facilities Manager	437.50
	Village Hall Facilities Manager expenses	9.45
	C Julie Bradley - Vernon House Caretaker	250.00
	C Julie Bradley - Vernon House Caretaker expenses	0.00
	C Henk – Sports Pavilion cleaning	0.00
	C Henk – Sports Pavilion cleaning expenses	150.00
	York Wi-Fi Solutions – monthly charge for support and maintenance	24.00
	Sports Turf Services Ltd – Grass cutting cricket field, Ferry Lane	180.00
	Timpson (Cllr. Harrison) Spare key for Sensory Garden	9.00
	Yorkshire Local Councils Association – Planning reforms, Cllr. George and Cllr. Green	50.00
	Cllr. Harrison – refund for Sensory Garden planting expenses	281.58
	Dennis King Electrical Ltd – upgrade of Village Hall lights	4,408.80
	Internal Audit Fee – Tracey Loach	75.00
	York Environment Forum – Annual membership fee	10.00
	Safety Signs4Less – signs for Sports Pavilion	46.65
	Business Stream – Vernon House	28.73
	AAA UK Drainage – Sports Pavilion blocked foul system (May)	120.00
	AAA UK Drainage – Sports Pavilion blocked foul system (February)	240.00
	Andrew's Garden Services – grass cutting and minor repairs Sensory Garden	500.00
	<b>On-line payment total</b>	<b>7,677.79</b>
	<b>Payment Total</b>	<b>£9,781.84</b>
7.2	<b>Income Receipts</b>	
	Village Hall rental income	4,883.07
	Vernon House rental income	346.00
	<b>Total Income</b>	<b>£5,229.07</b>

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

- 23/105 8 **School Governors**  
8.1 *Infants School* – Cllr Nicholls reported that the school held their sports day on the 27<sup>th</sup> June.  
8.2 *Junior School* – Nothing to report.
- 23/106 9 **Young Person of the Year Award and the Gordon Watkins Community Award**  
9.1 *Committee Report* – Cllr. Thornton is exploring how a Youth Council could operate in Bishopthorpe. This would then replace both the young person of the year award and the community award.
- 23/107 10 **Pinfold**  
10.1 *Committee Report* – Nothing to report.
- 23/108 11 **Sensory Garden**  
11.1 *Committee Report* – Cllr. Harrison reported that the tap on the water butt was damaged, possibly by vandals.  
11.2 *Mosaic repairs* – Nothing to report
- 23/109 12 **Police Liaison**  
12.1 *Ward Manager's Report* – Cllr. George reported the following crime statistics for April 2023: Anti- Social Behaviour 1, Burglary 1, Shoplifting 2, Vehicle Crime 1 and Violence 1.  
12.2 *Safeguarding Week 2023 - Sign up for Commissioner Zoë's Safeguarding Session* – Noted
- 23/110 13 **Local Council Association**  
13.1 *Yorkshire Local Councils Association* – Cllr. Harrison attended the last meeting of the Yorkshire Local Councils Association and was appointed as Chairman of the York Branch. Cllr. Harrison was also elected as a member of Joint Executive Board of the Yorkshire Local Council Association until 2025: an appointment that was formally supported by Bishopthorpe Parish Council.  
  
NALC are supporting a campaign to bring more women on to local Parish Councils.  
13.2 *White Rose Updates* - Noted.  
13.3 *Consultation on developing local partnerships for onshore wind in England* – Noted.  
13.4 *Developing your Skills Talking Tables Training Day - Thursday, 27 July* – Noted.  
13.5 *Planning call for evidence- NALC request for information* – Noted.  
13.6 *D-Day 80, 6th June 2024 Anniversary Guide* – Cllr Harrison asked for opinions if the Parish Council wish to participate. Cllr Green reminded the meeting that the Parish Council joined with the Junior School in 2018 to hold joint WW1 celebrations, which was successful. The Clerk was asked to include the item on the July agenda for further discussion. **Action Clerk.**
- 23/111 14 **Highway Matters**  
14.1 *Brunswick Organic Nursery, cost of village flower displays* – It is not possible for Brunswick Organic Nursery to continue maintaining the flower displays in the village. Mrs Harrison, who looks after the large planters in the Sensory Garden, has stepped forward to help with the displays in Main Street along with Cllr. Astbury who has planted seeds in the half barrels and tiered tubs.



- 23/112 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 *Enquiries to rent the land on Acaster Lane* – The Parish Council received an email from G Connolly asking if he could purchase or rent the paddock on Acaster Lane. The Parish Council do not own this land and do not have contact details of the owner. Cllr. Harrison advised Mr Connolly that the land was included in outline proposals for a new marina and may not be available for sale.
- 23/113 16 **Ward Committee** – *Ward Committee update report from Ward Councillor Cllr. Nicholls:*
- Sally Forcet PCSO is keen to attend a meeting and was introduced to the village by Cllr Nicholls.
  - Cllr. Nicholls will attend a No 11 bus meeting on Friday 30<sup>th</sup> June and will place emphasis on the importance of the service to Bishopthorpe.
  - It may be suggested that the whole village becomes a 20 mph speed zone instead of individual streets in the Keble Park area.
  - Once the new ward budgets have been agreed (following a City Council meeting on the 20<sup>th</sup> July) Cllr. Nicholls will call a Ward Committee meeting inviting all residents of both Bishopthorpe and Acaster Malbis.
- 23/114 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr Mason asked if the Parish Council has a direct line with Julian Sturdy MP to raise concerns of the impact the teachers’ strike is having on Bishopthorpe families. Cllr. Harrison stated that the Parish Council remains unpolitical and has impartial views on matters such as this strike (and other strikes) and advised that contact with the MP on this matter should be made on an individual basis.
  - Cllr George reported that the defibrillator code has been given out for Vernon House but it hasn’t been used. Checks on the defibrillator at Middlethorpe Hall were carried out successfully.
  - Cllr. George reported that PlusNet are ceasing business at the end of September and BT are offering to take up their contracts. Virgin Media have come into the village recently and may be available to take over the contract at the same rate but with a better connection. Cllr. George will investigate the costs.
- 23/115 18 **Date and time of next meeting – Tuesday, 25<sup>th</sup> July 2023 at 7pm at the Village Hall.**

Meeting closed at 8.48 pm