

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 28th November 2023 at Vernon House, Bishopthorpe.

The Chair opened the meeting at 7.01 pm.

Two members of the public attended the meeting:

Mrs June Whittaker of Keble Park North introduced Mr Chris Fell of Lang Road to the meeting. Mrs Whittaker explained that she is no longer an active member of the Bishopthorpe 1st Responders but wished to introduce Mr Fell to the Parish Council as a new point of contact for the group going forward.

Mrs Whittaker then asked if the Parish Council is willing to support the group on the same terms as previously, by granting free use of Vernon House for training sessions. Cllr. Harrison replied that there are no objections to Bishopthorpe 1st Responders using the building free of charge. Mr Fell then commented that the 1st Responders are always looking for new recruits and would welcome anyone who is interested in volunteering. Cllr. Harrison thanked the group for their valuable, lifesaving, work that they undertake for the village.

Mrs Whittaker thanked the Parish Council and both she and Mr Fell left at the meeting at 7.09pm.

The November meeting of Bishopthorpe Parish Council commenced at 7.10pm

Council Members Present:

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

23/188 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.

23/189 2 **Apologies for absence.**

Cllr. Mason, Cllr. Thornton and Cllr. Gajewicz.

23/190 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.*

23/191 4 **Minutes of Meeting, 24th October, 2023**

Acceptance of the minutes was proposed by Cllr. Astbury and seconded by Cllr George. 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 Middlethorpe Manor, Middlethorpe. Crown raise two Maples as per submitted specification – trees in Tree Conservation Area. 23/01876/Tree Conservation Area **Decision to be left with the City Council arborist experts.**
- 5.1.2 5 Acaster Lane. Two dormers and one rooflight to rear and three roof lights to front – resubmission. 23/01999/FUL. **No Objection**
- 5.1.3 6 Melton Drive. Roof extensions to include dormer to rear roof slope and raised ridge height. 23/02006/FUL **No Objection**
- 5.1.4 Ramsey House, Chantry Lane. Fell one Cedar tree in rear garden – tree in conservation area. 23/01975/Tree Conservation Area. **No Objection**
- 5.1.5 16 Wolsey Drive. Dormer roof extensions to front and rear roof slopes. 23/02014/FUL **No Objection**
- 5.1.6 9c Newlands Road. Remedial pruning of two Sycamore and one Oak protected by Tree Preservation Order 7 (1991) as per submitted specification. 23/02083/Tree Preservation Order. **No Objection**
- 5.1.7 The White House, Chantry Lane. Fell one Oak Tree and one Maple Tree in rear garden. Trees in conservation area. 23/02130/Tree Conservation Area **Decision to be left with the City Council arborist experts.**

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

- 5.2.1 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** Approved
- 5.2.2 59 Main Street. Fell one Lawon's Cypress tree in rear garden – tree in a conservation area. 23/01770/Tree Conservation Area. **No Objection** Approved
- 5.2.3 11 Maple Avenue. Two storey side and single storey rear extensions. 23/01617/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 City Council has confirmed that documentation has been received from the Planning Inspector. Cllr. Harrison commented that he will contact the Planning Inspector before the year-end to ensure that the matter is moved forward in a timely fashion.*
- 5.4.2 *Gateway York, proposal to build approximately 114 new houses at the top of Sim Balk Lane – Nothing to report.*
- 5.4.3 *Unauthorised erection of stable in field – Land adjacent to Bowling Green, Acaster Lane – Cllr. George reported that the City Council has inspected the site and confirmed that the stable is a mobile structure that doesn't need planning*

permission. They plan to re-visit every six months to monitor. *Action – Diary note for May to see if structure has been moved.*

5.4.4 *54 Beech Avenue, fence height*– Cllr. George reported that the City Council is liaising with the owner to rectify the matter.

5.4.5 *Email from Mr Berry regarding an area of land on Beech Avenue* – Cllr. George explained that the issue relates to the common area of land in front of the bungalows. The resident was advised to use the 101 service to report the matter to the Police as an anti- social behaviour incident.

Cllr Nicholls also reported matter to City Council in his role of Ward Councillor and asked that they investigate.

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Services

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Cllr. George reported that he received a quote of £6,200 for repair work to the Village Hall roof +£350 to repaint the back wall. It was also advised that the chimney stack could be repointed for an extra £800 or removed completely for £1,200. There may also be some damage to the felting, which if replaced will increase the overall cost.

It was agreed that the roof needs urgent attention as it has gaps in it. A further quote will be sought and then a decision made at the January meeting.

Cllr. Harrison confirmed that Bishopthorpe Brownies did not come back to the Parish Council (to answer the questions raised by the Parish Council's Insurance Company) regarding their request for an overnight stay at the Village Hall. Permission has therefore not been granted to the group.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report* – Cllr Nicholls reported that a face-to-face meeting with TimCo plumbing is to be arranged to discuss the uncompleted internal refurbishment.

6.2.2 *Quotation to change heating and lighting inside the building – Dennis King Electrical* – A quotation has been received from Dennis King to replace the ceiling mounted downflow heaters. To replace two heaters the cost is £786.75, or to replace four heaters, £1,573.50. It was also noted at the time of the inspection that one of the changing room lights was not working and Dennis King recommend replacement of the fitting at a further cost of £98.44.

Cllr. Harrison proposed accepting the quotation for replacement of two heaters (£786.75) on the basis that only two of the four heaters are broken and to undertake repairs to the changing room light (£98.44). This was seconded by Cllr Nicholls and agreed unanimously.

Cllr Harrison reported that a new exercise class for women will be paying £6 p/w to use the Sports Pavilion field. A payment £90 is to be made to take the class up to Christmas break.

6.2.3 *Cricket scorebox rebuild* – Nothing to report.

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report

6.3.2 *Analysis of parish precepts 2023/2024* – Noted.

6.3.3 *National Joint Council Cost of Living Increase* – Cllr. Harrison proposed that the Clerk’s salary should be increased in line with the NALC Cost of Living Increase. The Clerk’s salary will increase from £772 p/m to £833 p/m with effect from December 2023. (The increase will be backdated to April 2023.)

This was seconded by Cllr. Astbury and agreed unanimously. The Clerk expressed her thanks to the Parish Council.

6.4 **Field 84, Riverside and Footpaths Working Party**

6.4.1 *Update* – Cllr. Jemison reported no issues this month.

6.5 **Youth Support and Children’s Recreation**

6.5.1 *Monthly Park inspection* – Cllr. Mason had the inspection bag for November. The bag was passed to Cllr. Astbury for the upcoming month.

Cllr. Astbury reported that there was a bit of graffiti in the park and that the Hornbeam tree by the gate may need pruning – Cllr. Harrison agreed to ask Andrew’s Garden Services to attend to the tree. Action Cllr Harrison

6.6 **Allotments**

6.6.1 *Monthly report* – Cllr. George reported that there are eleven people on the waiting list for an allotment in Bishopthorpe. Two plots have recently been let and two further people have been removed from the waiting list when they did not respond to an offer of taking over a vacant plot.

Asbestos checks – Cllr. Nicholls reported that Lucion Services Ltd has inspected the Village Hall, Vernon House and both allotment sites and will shortly inspect the Sports Pavilion. They will then compile a formal report for the Parish Council with suggested actions.

Once the report is received it was agreed that the Parish Council owe a duty of care to all the affected allotment holders who will be advised if there is asbestos on their plot. An offer will be made to the affected plot holders for the Parish Council to remove it free of charge. If they chose to refuse this offer, their decision must be confirmed in writing to the Parish Council and they must further agree to remove it, at their own cost, when they vacate their allotment plot at a future date. Action Cllr George

6.7 **Senior Citizens Support, Vernon House and Accessibility Issues**

6.7.1 *Monthly Report* – Cllr Green reported that Vernon House is running well.

Warm Place Grant – Cllr. Harrison suggested that the Parish Council may wish to apply for this grant. However, after a productive debate it was agreed that it may be rather unethical to submit a claim for Bishopthorpe when the grant could be used to greater benefit in a less affluent part of the city.

Cllr. Green reported accessibility issues on Acaster Lane. The pavement between 1 and 8 Acaster Lane is developing a camber and residents who use walking aids are finding this section of pavement increasingly challenging. The Ward Councillor offered to take this matter up with the City Council. Action Cllr Nicholls

6.8 Web Site Management

6.8.1 *Monthly Report* – Cllr. George reported that ‘Parish Online’ maybe an alternative (or an addition) to ‘Google Snap,’ with free access to OS Data available for public bodies such a Parish Councils.

6.8.2 *Cllr. Mason – proposal to pay £40 a year for a license to host the Wildlife Webpage*- A map is being developed for the website showing all wildlife locations in the village. Cllr. Harrison asked the Clerk to put this item back on the January Agenda to allow time for the Parish Online matter to be investigated. Action Clerk.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – No report from Cllr. Gajewicz.

Cllr. Harrison reported that following a discussion with the Library Manager investigations are being made into the cost of a new side door and replacement window. It is hoped that Explore along with the Parish Council and the Ward Committee may be able to provide finance towards replacements.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr. Green reported that the meetings of York Environment Forum, which are held at 4pm, exclude Parish Councillors who work full time.

6.10.2 *Introductory Webinar for the North Yorkshire & York Local Nature Recovery Strategy (LNRS)* – Information was passed to Cllr. Astbury and Cllr Green for investigation.

6.11 Community Emergency Planning

6.11.1 *Monthly update* – Nothing to report.

6.12 Bishopthorpe Orchard

6.12.1 *Committee Update* – The orchard is in hibernation for the winter.

6.12.2 *Memorial Tree request* – Bishopthorpe Festival Committee has approached the Parish Council asking for permission to plant a tree in the Orchard in memory of Gordon Watkins, the former publican of The Ebor. Following a consultation with Mrs Christian (who created the Orchard) it was decided that this site is not the most suitable as the trees there have been carefully selected for cross pollination purposes. Therefore the Parish Council has been asked to find a suitable alternative venue.

It was suggested that either a large tree in the corner of Ferry Lane sports field may be a good location or alternatively a small Cherry Tree in the Sensory Garden. Cllr. Harrison offered to liaise with the Festival Committee to discuss these suggestions. Action Cllr Harrison

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Financial Transactions**7.1 Payments to approve**

7.1.1 Cheque / Direct Debit payments

Amounts paid

B.Online – Vernon House Wi-Fi connection, monthly charge	40.13
B.Online – Village Hall Wi-Fi connection monthly charge	31.73
GoCardless, York Wi-Fi Solutions – monthly charge for support and maintenance	24.00
Monthly direct debit to E-On Sports Pavilion Electricity	100.00

Monthly direct debit to E-On Village Hall Electricity	100.00
Monthly direct debit to E-On Village Hall Gas	1.00
The Renewable Energy Co. Vernon House Electricity	49.70
Total Amount paid	£346.56

7.1.2 On-Line Banking payments

Amounts paid

Clerk's Salary	772.00
Clerk's Expenses (A4 paper – 5 reams and 2024 Desk Diary)	34.98
BT quarterly internet charge – Clerk's computer: July, Aug & Sept	83.98
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	34.45
C Julie Bradley - Vernon House Caretaker (November payment)	250.00
C Julie Bradley - Vernon House Caretaker expenses	8.40
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	90.00
Ainsty Landscapes – Grass cutting sports field, Ferry Land	0.00
HMRC Employers NIC monthly payment	0.00
Dennis King Electrical Ltd – electrical repairs at the Sports Pavilion	1,621.20
Yorkshire Local Councils Association – Cllr. Green course, Talking Tables	70.00
TC Drain Care – clearance of drains at Sports Pavilion	165.00
Cllr. Harrison – Selby Garden Centre – plants for Sensory Garden	25.94
Cllr. Harrison – Ink cartridges	31.75
Bear Tree Care – work in Sensory Garden	350.00
Business Stream – Village Hall	251.28
Business Stream – Allotments, Appleton Road	50.49
Business Stream – Allotments, Acaster Lane	117.91
Business Stream – Sports Pavilion	135.79
Business Stream – Vernon House	36.31
Dennis King Electrical Ltd – PAT testing of Village Hall	147.60
Bob Mason – Curtain Fitter, Village Hall – repairs to stage curtains	180.00
Crombledale Contracting – hedge cutting around sports field	350.00
Allied Westminster Insurance – Village Hall annual cover (£2548.16 in 2022)	3,199.81
C Julie Bradley - Vernon House Caretaker – October payment	250.00
Cllr. George – Village Hall spare keys for equipment cabinet	15.00
Grade 3 Ltd – Collection / disposal of waste material	1,056.00
On-line payment total	9,915.39
Payment Total	£10,261.95

7.2 Income Receipts

Village Hall rental income	1,788.52
Vernon House rental income	346.10
Playgroup Third quarter rent	1,300.00
Total Income	£3,434.62

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

- 23/195 8 **School Governors**
- 8.1 *Infants School – Nothing to report.*
- 8.2 *Junior School – Cllr. Green reported that the schools are holding a joint Christmas Draw (instead of the annual Christmas Fare).*
- 8.2.1 *Email from the City Council: Tadcaster Grammar School Transport Consultation, taking place at Copmanthorpe Primary School, at 6:30pm on 28 November – Noted.*
- 23/196 9 **Gordon Watkins Community Award**
- 9.1 *Committee Report – Nothing to report.*
- 23/197 10 **Pinfold**
- 10.1 *Committee Report – Nothing to report.*
- 23/198 11 **Sensory Garden**
- 11.1 *Committee Report – Cllr. Harrison reported that Bear Tree Care has cleared the Sensory Garden of overgrown shrubbery, opening up many areas and generally making the garden look more presentable.*
- 11.2 *Mosaic repairs – This item has been on the Agenda since July 2018, with no update this month.*
- 23/199 12 **Police Liaison**
- 12.1 *Ward Manager’s Report – Cllr. George reported that there have been ten incidents in total during the last month: five Anti- Social Behaviour, one bicycle theft, one criminal damage / arson, two shoplifting and four violence.*
- 12.2 *Email from North Yorkshire Police: Commissioner Zoë thanks Chief Fire Officer and his team for significant progress against His Majesty’s action plan – Noted.*
- 12.3 *Commissioner Zoë’s Quarterly Engagement Blog Post – Noted.*
- 23/200 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association – Cllr. Green reported that she recently attended a Talking Tables session but as there was no hearing-loop in the venue the meeting was not productive.*
- 13.2 *White Rose updates – Noted.*
- 13.3 *National Joint Council Cost of Living Increase – Reported under the Finance Section of the Agenda*
- 13.4 *Writing Grant Applications and Sourcing Funding Opportunities Webinar - Thursday, 23 November – Noted.*
- 13.5 *Parish Online mapping and website sessions – Cllr. George and Cllr. Mason expressed an interest in attending this session.*
- 23/201 14 **Highway Matters**
- 14.1 *Email from 20’s Plenty: Invite/ press release on Speed Limits Matter Meeting Live on Thus 9th Nov 7.30pm in York at Cycle Heaven – Noted.*

- 14.2 *Email from 20's Plenty: 20mph, Vision Zero news and zoom trainings - register for 23 Nov 7pm meeting* – Cllr Nicholls confirmed that implementation of the new speed limit is imminent.
- 14.3 *Email from P Tooze regarding the timetable changes to First Bus 11* – Cllr. Harrison reported that the new timetable has changed yet again and is now variable across the hour each day, which is highly confusing for users. Cllr Harrison to reply to Mr Tooze.
- 14.4 *Email from the City Council: Statutory Consultation for the Annual Review of Traffic Restrictions* – An email was received from Geoff Holmes, the City Council Traffic Project Manager, to inform the Parish Council that the annual review of traffic restrictions commenced on Friday 10th November. Bishopthorpe is affected by this with the proposed introduction of yellow lines on Acaster Lane on the bend with Main Street.

The Statutory Consultation period is 21 days and should anyone wish to make any representation in support or objection to the proposals they should be emailed to highway.regulation@york.gov.uk by the 1st December. Cllr. Harrison offered to reply to the consultation on behalf of the Parish Council to support the proposal.

A further email was received from the City Council regarding the Local Transport Strategy Public Consultation. This was to advertise the new public consultation into transport in York and can be reached via the City of York Council consultation hub or directly via <https://ourbigconversation.york.gov.uk/> (note there is no www. in the URL).

A number of in-person events and public drop-ins are to be arranged at Friargate Meeting House before Christmas. Residents are strongly encouraged to participate in the consultation.

Cllr Harrison brought up two other issues under this heading:

Mr Nigel Taylor contacted the Parish Council regarding the proposed change of use of planning for the warehouse on Acaster Lane and asked if it would have an impact on the Appleton Road bridge traffic. It is hoped that following the new weight restrictions that this will have negligible impact.

Cllr. Harrison was copied into an email sent to the City Council from Mr Rob Johnson to say that a vehicle has been abandoned on Keble Park North. Either the City Council or the Police should remove this.

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Correspondence

- 15.1 City of York not covered elsewhere
15.1.1 None.
- 15.2 Others
15.2.1 None.

23/203 16 **Ward Committee** – *Ward Committee update report from Ward Councillor Cllr. Nicholls:*

Applications are currently invited for Ward Committee funding by contacting Cllr. Nicholls directly or email: www.york.gov.uk/WardGrantApplications

York Rugby League want to use the Sports Pavilion and have contacted the Ward Councillor for help to fund the sessions.

Bishopthorpe Organic Nursery has been offered a Ward Committee grant for on-site use. Further grants maybe available to assist them with the planters and hanging baskets in the village.

Appleton Road Bridge new weight limit restriction – Cllr. Nicholls commented that complaints have been received from Copmanthorpe businesses who have had to redirect heavy vehicles away from going through Bishopthorpe following the implementation of the weight restriction.

23/204 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

Cllr. George reported an administration update regarding the defibrillators as follows: Cllr. Astbury asked to be involved and take the lead with ongoing maintenance. There is now a dedicated Guardian email address with Cllr. Astbury, The Clerk and Cllr. George being assistants. This means that all three will receive email notifications from “The Circuit” when action is needed. Cllr. Astbury will respond to these with Cllr. George as reserve (and The Clerk just monitoring). The document has been updated with the relevant details.

Cllr Harrison wrote to Doctors Surgery to confirm that a seven-year lease has been granted to the Parish Council for Vernon House and the City Council has no objections to them using the room as a satellite surgery. No response from the Doctors has been received to date.

Cllr Green informed the meeting that a new Repair Café is to take place in the Village Hall on Saturday 13th January 2024. This is instead of the annual Grand Recycling Day.

Cllr George reported having problems with the change in broadband providers at Vernon House – this issue is ongoing.

23/205 18 **Date and time of next meeting – Tuesday, 16th January, 2024 at the **Village Hall**, Main Street at 7.00pm.**

Meeting closed at 8.41 pm