

**Minutes of the Parish Council meeting held at 7.00pm on Tuesday 22<sup>nd</sup> August 2023 at the Village Hall, Main Street, Bishopthorpe.**

*The Chair opened the meeting at 7.00 pm.*

**Council Members Present:**

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

23/134 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.*

23/135 2 **Apologies for absence.**

Cllr Thornton and Cllr. Gajewicz

23/136 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. Jemison – 5.1.3

23/137 4 **Minutes of Meeting, 25<sup>th</sup> July 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.

23/138 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Brew House Cottage, Bishopthorpe Road.** Internal and external alterations associated with change of use from storage to offices with footpath access and floor slab, internal pod structure, internal doorway and partition. 23/01346/FUL. Decision held over from July – **No Objection**

5.1.2 **Brew House Cottage, Bishopthorpe Road.** Change of use from storage to offices with footpath access. 23/01345/FUL. Decision held over from July – **No Objection**

5.1.3 **Home Farm Buildings, 81 Main Street.** Fell three cherry trees – trees in Conservation Area. 23/01580/Tree Conservation Area – **No Objection**

- 4.5.2 Notice of decisions given (Parish Council decisions are highlighted in blue)
- 5.2.1 **5 Acaster Lane.** Dormer to rear and two new rooflights to front. 23/00931/FUL. **No Objection** Approved
- 5.2.2 **67 Beech Avenue.** Single storey rear extension following demolition of conservatory. 23/01087/FUL. **No Objection** Approved
- 5.2.3 **39 Montague Road.** Dormer to rear. 23/01017/FUL. **No Objection** Approved
- 5.2.4 **23 Keble Park South.** Erection of wooden fence to boundary. 23/01116/FUL. **No Objection.** Approved
- 5.2.5 **Iona Lodge, Acaster Lane.** 1.5 storey side and front extension and single storey rear extension, finished in cream render with aluminium windows, replacement dormers to front and rear after demolition of side extension. 23/00743/FUL. **No Objection** – Application withdrawn
- 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 Inspector is due to make a site visit during August, following which a formal report will be published at the end of September.*
- 5.4.2 *32 and 54 Beech Avenue, perimeter fences – Cllr. George reported that the planning application for 32 Beech Avenue is currently being processed and the one 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.*
- Under this heading Cllr. Harrison reported that a donkey sanctuary is setting up in the village in a field on Acaster Lane.

23/139

**6 Services**

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report – Nothing to report*
- 6.1.2 *External Repairs – Nothing to report*
- 6.1.3 *Fire Extinguisher tests (Village Hall and Vernon House) – due Dec 23- Following an error at Vernon House in December 2022 the Village Hall Committee decided to seek an alternative company to undertake the annual fire checks at the Village Hall.*

The services of Advance Fire Services have been used by the Parish Council in excess of a decade and this was their first error – Cllr. Harrison commented that the reaction by the Village Hall and Vernon House Committees has been harsh and suggested that the Parish Council should return to this company for all future checks. This process would become overly complex with all three buildings (Village Hall, Vernon House and Sports Pavilion) on different testing schedules with different companies.

Cllr. Harrison proposed that Advance Fire should be used for all three buildings for the emergency light, fire alarm and fire extinguisher checks. This was seconded by Cllr Jemison and agreed unanimously.

6.1.4 *Fire alarm and emergency light checks – due June 2023 – See 6.1.3*

6.1.5 *Solar Panels* – Cllr. George informed the meeting that three solar panel companies have been contacted but none have submitted quotes as requested.

The Parish Council holds one quote from *Ask Renewables* for £11,845 (fully installed) which includes solar panels and batteries. A full roof survey would be needed prior to work commencing to ensure that the roof is fit for purpose but Cllr. Harrison cautioned that the Parish Council may not be able to install solar panels in addition to any roof repairs required.

To move this project forward Cllr. Harrison suggested that a roof survey must be undertaken as a starting point. Cllr. George agreed to make enquiries into suitable companies. **Action Cllr George**

6.1.6 *Business User* – Cllr. Harrison reported that a hairdressing business appears to have taken residence in the small meeting room of the Village Hall. The Caretaker will be contacted to establish on what grounds the rental agreement has been granted. Cllr. George to contact the Caretaker. **Action Cllr. George**

6.2 Sports and Leisure Management Committee

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

- The internal refurbishment has not been completed and numerous messages have been left for the builder to contact the Parish Council. Money was paid to the company in advance and therefore the builder is contractually obliged to complete the job. Cllr. Nicholls agreed to draft a letter to the builder, which will be sent registered post. If this receives no response the Parish Council will have no other option than to take legal action.
- Cllr. George commented that the access ramp may be unsuitable for wheelchair users. Cllr Nicholls confirmed that this is one of the jobs not yet finished by the builder.
- There are some exposed wires inside the pavilion which need to be checked by an electrician before Playgroup begin the Autumn term. Cllr. Green offered to contact Richard Williams of Electrotest to make the necessary checks. **Action Cllr Green**
- The Sports Pavilion was burgled recently when the cricketers left the changing rooms unlocked. An arrest was made and all stolen items returned.
- All hemlock in the grounds has been removed

6.2.2 *Cricket scoreboard rebuild* – Nothing to report

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.3.2 *Email from PKF Accountants : exception to the accounts concerning assets.* – PKF Accountants advised the Parish Council that the following exception will be noted against this year’s accounts –

- *“Information received from the smaller authority indicates that assets purchased during the year will now be included in Section 2, Box 9 Equipment. Section 2, Box 9 will now read £22.”*

The Parish Council requested the following wording:

- Information received from the smaller authority indicates that assets purchased during the year (i.e. Three Defibrillators) will now be included in Section 2, Box 9 Equipment. Section 2, Box 9 will now read £22.

This change was requested to highlight that the note is specific to three defibrillators purchased by the Parish Council during the financial year, which have been allocated a nominal £1 value in the accounts (increasing the assets from £19 to £22). The new amount of £22 will be carried forward in the accounts for the year ending 2023/24 in the asset register.

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. Harrison had the inspection bag for July and reported that there was little litter in the park during the last month.

The jungle climbing frame has been repaired by Playdale, who also checked other parts of the climbing frame marking them with red dots to denote that they are safe to use.

£10 has been spent on a new padlock. The original padlock was unlocked to allow Playdale access to make repairs to the jungle climbing frame, during which time it was stolen (without its key).

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

6.6 Allotments

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

- There are twenty six people on the waiting list including one person from outside of the village.
- One plot is to be vacated in Appleton Road at the end of August.
- Two holders have been contacted for none-use of their plots. AC15a is a work in progress and AP47a is now under control.
- A sprung wheel has been obtained by Mike Dale of Crombledale Contracting to fix the problem with the orchard gate.
- The tap stand at Appleton Road is rotting and a temporary support has been made by the plot holders.
- One of the water taps posts is rotting at Acaster Lane site.

- 6.7 Senior Citizens Support, Vernon House and Accessibility Issues
- 6.7.1 *Monthly Report* – Cllr Green reported that Vernon House had an overflowing cistern that needed urgent repair.
- Accessibility*
- Cllr. Green reported that older citizens in York have not returned to using the bus services as they did pre-covid. To encourage this sector of society back, a bus open day will be held in the car park of the former John Lewis complex at Monks Cross. Posters advertising the day will be placed around the village by Cllr. Green.
- It was reported that there is increased use of bus number 11 in the village. This is because its reduced timetable has increased its punctuality.
- Cllr. Harrison noted that a first aid kit has been purchased for Vernon House and suggested that two more should be bought and placed in the Village Hall and Sports Pavilion. **Action Cllr Harrison**
- 6.8 Web Site Management
- 6.8.1 *Monthly update* – Cllr Mason and Cllr. Astbury are in the process of taking over as website administrators for the Parish Council website.
- Cllr George recommended that the Parish Council should switch to bOnline.com for broadband supply at Vernon House and the Village Hall as they offer a monthly contract. The PlusNet contract ends on the 5<sup>th</sup> September when bOnline should take the service over.
- 6.9 Bishopthorpe Library
- 6.9.1 *Monthly update* – Bishopthorpe History Group recently held a reception to unveil the new history listening post in the Sensory Garden. During the event, the Explore Library CEO confirmed that there are no funds available to make external repairs to the window and door at Bishopthorpe library. Cllr. Harrison suggested that this may be a project that could be jointly worked upon by the Ward Committee and the Parish Council in support of fund raising activities by Bishopthorpe library. We await further information from the Explore CEO.
- 6.10 Environmental and Sustainability
- 6.10.1 *Monthly Report* – Cllr. Mason recently attended a talking tables meeting organised by Yorkshire Local Councils Association where new biodiversity reporting requirements were discussed.
- “Biodiversity duty, The Environment Act 2021 made changes to the Natural Environment and Rural Communities Act 2006 in respect of biodiversity. Section 40 of the 2006 Act, in force 1 January 2023, places a duty on all local authorities, including parish sector councils, to from time to time consider what action the authority can properly take to further the general biodiversity objective. The general biodiversity objective is the conservation and enhancement of biodiversity in England so all local councils must take biodiversity into account in all their decisions and actions. The government has issued guidance on complying with the duty. Section 40A of the 2006 Act places a duty on principal authorities (but not parish councils) to produce biodiversity reports”*
- Cllr. Harrison confirmed Bishopthorpe Parish Council do not have to submit a formal report for this Act.

- 6.11 Community Emergency Planning
  - 6.11.1 *Committee Report* – Nothing to report
  - 6.11.2 *Email from Lucy Trewitt – Community Research Resilience Questionnaire* – Cllr Nicholls responded to the email on behalf of Bishopthorpe Parish Council.
- 6.12 Bishopthorpe Orchard
  - 6.12.1 *Committee Update* – The grass in the orchard is to be cut on the 31<sup>st</sup> August when residents are invited to help.

23/140     7

## **Financial Transactions**

7.1	<u>Payments to approve</u>		
7.1.1	<b>Cheque / Direct Debit payments</b>		
	<b>Amounts paid</b>		
	Monthly direct debit to E-On Village Hall Electricity (due 29/8 )	231.00	
	Monthly direct debit to E-On Village Hall Gas (due 29/8)	278.00	
	The Renewable Energy Co. Vernon House Electricity (due 21/8)	44.50	
	ICO – Annual membership fee (due 25/8)	35.00	
	Monthly direct debit to E-On Sports Pavilion Electricity (due 29/8 )	281.00	
	PlusNet – Village Hall Wi-Fi connection monthly charge (paid 31/7)	28.87	
	PlusNet – Vernon House Wi-Fi connection, monthly charge (paid 31/7)	28.87	
	<b>Total Amount paid</b>	<b>£927.24</b>	

7.1.2	<b>On-Line Banking payments</b>		
	<b>Amounts paid</b>		
	Clerk’s Salary	772.00	
	Clerk’s Expenses	0.00	
	M Haynes - Village Hall Facilities Manager	437.50	
	Village Hall Facilities Manager expenses	4.70	
	C Julie Bradley - Vernon House Caretaker	250.00	
	C Julie Bradley - Vernon House Caretaker expenses	10.99	
	C Henk – Sports Pavilion cleaning	120.00	
	C Henk – Sports Pavilion cleaning expenses	0.00	
	A Powell – Sensory Garden gate daily opening / locking	0.00	
	York Wi-Fi Solutions – monthly charge for support and maintenance	24.00	
	Sports Turf Services Ltd – Grass cutting cricket field, Ferry Lane	180.00	
	Ainsty Landscapes – Grass cutting sports field, Ferry Land	0.00	
	HMRC Employers NIC monthly payment	0.00	
	York Elevator Services Ltd – Village Hall lift service	312.00	
	Universal Weed Control – eradication of weeds at Sports Pavilion	72.00	
	Yorkshire Local Councils Association – Purchase of publications	28.75	
	Dennis King Electrical Ltd – replace broken switch	61.43	
	Crombledale Contracting – Hedge cutting on Acaster Lane and tidy up	350.00	
	Crombledale Contracting – Concrete plinth for history speaker in Sensory Garden	115.00	
	Playdale – Vertical pole installation – 50% deposit	351.00	
	Cllr. Harrison – Sensory Garden new plants	90.00	
	Cllr. Harrison – new padlock for Keble Park Play Area	10.00	
	Advance Fire Services – Fire alarm & emergency light test, Vernon House	69.00	
	Business Stream – Allotments Appleton Road	163.39	

Business Stream – Village Hall	331.03
Business Stream – Sports Pavilion	80.80
bOnline.com – refund to Cllr. George	77.98
Cllr. Harrison – Ink cartridge	27.00

On-line payment total	<b>3,938.57</b>
<b>Payment Total</b>	<b><u>£4,865.81</u></b>

7.2	<b>Income Receipts</b>	
	Village Hall rental income	3,400.21
	Vernon House rental income	1,003.05
	<b>Total Income</b>	<b><u>£4,403.26</u></b>

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

- |        |   |                         |  |
|--------|---|-------------------------|--|
| 23/141 | 8 | <b>School Governors</b> |  |
|        |   | 8.1                     | <i>Infants School</i> – Nothing to report. |
|        |   | 8.2                     | <i>Junior School</i> – Nothing to report   |
- |        |   |  |                                      |
|--------|---|--|--------------------------------------|
| 23/142 | 9 | <b>Young Person of the Year Award and the Gordon Watkins Community Award</b> |                                      |
|        |   | 9.1  | Committee Report – Nothing to report |
- |        |    |                |  |
|--------|----|----------------|--|
| 23/143 | 10 | <b>Pinfold</b> |  |
|        |    | 10.1           | <i>Committee Report</i> – Nothing to report. |
- |        |    |                       |  |
|--------|----|-----------------------|--|
| 23/144 | 11 | <b>Sensory Garden</b> |  |
|        |    | 11.1                  | <i>Committee Report</i> – Cllr Harrison reported that new flowers have been planted in the sensory garden to make a rainbow display of colour. |
|        |    | 11.2                  | <i>Mosaic repairs</i> – No update.   |
- |        |    |                       |  |
|--------|----|-----------------------|--|
| 23/145 | 12 | <b>Police Liaison</b> |  |
|        |    | 12.1                  | <i>Ward Manager’s Report</i> – Cllr. George reported that there were five crimes reported in the village for the month of June – one anti- social behaviour: three violence and one vehicle crime. |
- |        |    |                                  |  |
|--------|----|----------------------------------|--|
| 23/146 | 13 | <b>Local Council Association</b> |  |
|        |    | 13.1                             | <i>Yorkshire Local Councils Association</i> – Noted. |
|        |    | 13.2                             | <i>White Rose Updates</i> – Noted.                   |
- |        |    |                        |   |
|--------|----|------------------------|---|
| 23/147 | 14 | <b>Highway Matters</b> |   |
|        |    | 14.1                   | <i>Brunswick Organic Nursery, cost of village flower displays</i> – Cllr. Astbury informed the meeting that she has emailed the nursery to confirm the cost of upkeeping the flower tubs and hanging baskets in Main Street.  |
|        |    | 14.2                   | <i>Email from Clare Ashton: Appleton Road bridge</i> – Ms Ashton emailed to the Parish Council to request that a weight limit should be placed on the Appleton Road bridge as currently both farm equipment and heavy goods vehicles are placing undue strain on the bridge. The matter |

has been brought to the attention of the City Council where it is understood that a decision will be made concerning the bridge during September.

23/148 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *None*

15.2 Others

15.2.1 *Consultation on restoring Blue Badge access to York City Centre – Noted.*

15.2.2 *Proposed changes to the level crossing at Copmanthorpe – Nothing to report*

23/149 16 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:**

The following report was made by Cllr Nicholls:

- There is a Highways Meeting on the 12<sup>th</sup> September when proposals for a trial of a 20mph speed zone will be made for the whole village. This could be trialled for twelve months with the aim of slowing down the average speed of vehicles in Bishopthorpe.
- Cuts in the ward budget have seen it fall from £11,701 in 2022/23 to £5,389 for 2023/24. Applications are currently invited for funding by contacting Cllr. Nicholls directly or email: [www.york.gov.uk/WardGrantApplications](http://www.york.gov.uk/WardGrantApplications)

23/150 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- *Bishopthorpe Festival* – The festival is on Sunday 17<sup>th</sup> September. The Parish Council will take a stall at the festival with the aim of raising its profile in the village. Various activities will be organised for both adults and children.
- Cllr. Astbury stated that the speed hump near shops on Sim Balk Lane is not a formal pedestrian crossing but is used as one and is forcing traffic to stop.

23/151 18 **Date and time of next meeting – Tuesday, 26<sup>th</sup> September at **Vernon House** at 7.00pm**

Meeting closed at 8.44pm