

Minutes of the Parish Council meeting held at 7.15 pm on Tuesday 27th May 2025 at the Village Hall, Main Street, Bishopthorpe.

Two members of the of the public attended the meeting (bringing forward item 6.10.2)

Mr Eamonn Molloy, an Acaster Lane resident of over 30 years and Mr Gary Cashmore also of Acaster Lane attended the meeting to discuss the unacceptable smell emanating from Naburn Sewage works. During this year's dry Spring the smell has been particularly pungent, invading not only outdoor space but also permeating indoors. Mr Molloy commented he is unable to spend time in his garden and it is unbearable to sleep with an open window as emissions are released throughout the night by the sewage works. The smell is particularly prevalent when the wind is from an easterly direction and also during dry weather. The concern has been raised with Luke Charters MP and the Ward Councillor Cllr. Nicholls. Mr Charters has contacted Yorkshire Water for comment.

Cllr. Harrison sympathised with Mr Molloy and Mr Cashmore and commented the problem affects the whole village. The Parish Council fully support the action taken to date by Mr Molloy and Mr Cashmore and offered to raise the issue at the next meeting with the City Council asking them to refer the concern to the Environmental Health Officer.

Mr Molloy and Mr Cashmore thanked the Parish Council for their support and left the meeting at 7.30pm

Council Members Present:

Cllr. Harrison, Cllr. Thornton, Cllr. Jemison, Cllr. George, Cllr. Nicholls, Cllr. Gajewicz, Cllr. Stephen and Cllr. Johnson.

25/87 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.

25/88 2 **Apologies for absence.**

Cllr. Astbury

25/89 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. George declared an interest in item 5.1.5*

25/90 4 **Minutes of Meeting, 22nd April, 2025.**

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

25/91 5 **Consideration of Planning Matters and recommendations of the Planning Group**5.1 Notice of Applications received

- 5.1.1 **The Co Operative Food, 27 Main Street.** Display one internally illuminated fascia sign and one internally illuminated hanging sign. 25/00779/ADV. **No Objection**
- 5.1.2 **22 Keble Park Crescent.** Single storey side and rear extension. 25/00795/FUL. **No Objection**
- 5.1.3 **12 Keble Park North.** Two storey rear extension, single storey front and side extensions, hardstanding to frontage and dropped kerb. 25/00563/FUL. **No Objection**
- 5.1.4 **2 Myrtle Avenue.** Two storey rear extension, single storey rear extension, pitched roof to existing two storey side extension and conversion of garage to habitable space. 25/00869/FUL. **No Objection**
- 5.1.5 **25 The Coppice.** Single storey front, rear and side extensions after removal of conservatory. 25/00313/FUL – Revised plans. **No Objection**
- 5.1.5 **46 Beech Avenue.** Single storey front extension. 25/00956/FUL. **No Objection**
- 5.1.6 **Wall of Sound, 32 Sim Balk Lane.** Additional windows and fire door to side and rear and air conditioning units to rear in association with change of use from retail (use class E(a)) to dentist (use class E(e)). 25/00952/FUL. **No Objection**
- 5.1.7 **Wall of Sound, 32 Sim Balk Lane.** Display of one externally illuminated fascia sign and one non-illuminated sign board. 25/00953/FUL. **No Objection**
- 5.1.8 **The Co Operative Food, 27 Main Street.** Display one internally illuminated fascia sign and one internally illuminated hanging sign. 25/00779/ADV. **No Objection**

- 4.5.2 Notice of decisions given (Parish Council decisions are highlighted in red)
- 5.2.1 **32 Main Street.** Crown reduce three Yew trees down to three metres in height. 25/00260/Tree Conservation Area. **No Objection** Approved
- 5.2.2 **The Vicarage, 48 Church Lane.** Fell five dead trees (T1-T6) and two predominantly dead trees (T158, T159); draw back branches of one Holly (T156) to clear garage up to 2m and to remove old stubs; draw back branches of one Western Red Cedar (T157) to clear garage up to 2m - trees in a conservation area. **No Objection** Approved
- 5.2.3 **St Andrew's Church Hall, Church Lane.** Installation of solar panels to the roof of St Andrew's Church Hall. 25/00018/FUL. **No Objection** Approved
- 5.2.4 **9a Newlands Road.** Lateral prune of one Oak tree to formalise and contain growth. Reduce back from neighbouring property to leave approximately two metres. 25/00359/Tree Preservation Order. **No Objection** Approved
- 5.2.5 **3 Acaster Lane.** Draw back one limb from one Lime tree up to two metres away from neighbouring property - protected by Tree Preservation Order no. 7/1980. 25/00288/Tree Preservation Order. **No Objection** Approved
- 5.2.6 **Middlethorpe Hall.** Fell one Cedar Tree protected by Tree Preservation Order number four. 25/00258/Tree Preservation Order **No Objection** Approved
- 5.2.7 **14 Montague Road.** Single storey rear extension. 25/00197/FUL. **No Objection** Approved
- 5.2.8 **Brew House Cottage, Bishopthorpe Road.** Erection of picket fencing to Southwestern boundary. 25/00210/FUL. **No Objection** Approved
- 5.2.9 **Brew House Cottage, Bishopthorpe Road.** External works to include the erection of picket fencing to Southwestern boundary. 25/00211/LBC. **No Objection** Approved
- 5.2.10 **1 The Orchard.** Remove two lower limbs from one Oak tree, remove dead and dysfunctional material over 50 mm in diameter – protected by Tree Preservation Order CYC67. 25/00513/Tree Preservation Order. **No Objection** Approved
- 5.2.11 **25 School Lane.** Single storey front, side and rear extensions, hip to gable roof extension and rear dormer (part retrospective). **No Objection** Approved

5.2.12 **The Co-operative Food, 47 Main Street.** External chiller, replacement canopy and plant to rear, replacement shutter to front, replacement lighting. 25/00613/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 – No update from the Planning Inspectorate.*

The meeting entered Part Two.

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6

Services

6.1 Village Hall Management Committee

6.1.1 *Management Committee Report – Cllr Thornton reported:*

- To repair the damage to the Village Hall floor, caused by a children's party, the surface was ironed flat.
- All users have been contacted to request they do not use the fire door for general entrance to the hall. A door mat will not be place in front of this door.
- The Co Op has confirmed there will be no pop-up shop located in the Village Hall car park when they close for refurbishment in June. This is because the Co Op cannot organise deliveries to the pop-up shop. It is understood the refurbishment will take five weeks.

6.2 Sports and Leisure Management Committee

6.2.1 *Management Committee Report:*

- The refurbishment / repair work will be completed later this week.
- Cllr. Nicholls offered to contact Bear Tree Care to organise hedge trimming for both the Acaster Lane and Ferry Lane hedges. **Action Cllr Nicholls.**
- New Sports Pavilion keys have been cut and will be distributed as follows – Bishopthorpe Cricket Club (Ben Smith), Bishopthorpe Playgroup, Bishopthorpe Football Club, Cllr. Harrison, Cllr. Thornton and Cllr. Nicholls.
- On behalf of Bishopthorpe Cricket Club, Cllr. Thornton reported she met with architects to discuss how the Sports Pavilion can be adapted to serve its users going forward. The first step in the process would be to commission a Feasibility Study costing in the region of £1,500. All interested parties may be asked to contribute towards the cost of this. It is hoped the building will

become a multi-use sports facility open to new and existing sports, as well as continuing to accommodate Bishopthorpe Playgroup. Cllr. Harrison offered to contact the Church Commissions, from whom the land is leased, to seek their permission for the changes to the Sports Pavilion. **Action Cllr Harrison.** Item to be included in the June meeting for further discussion. **Action Clerk.**

- Brunswick Organic Nursery has asked permission from the Parish Council to use the Sports Pavilion on August 5th to host their annual summer picnic. The Parish Councillors agreed this could go ahead and Cllr. Nicholls offered to confirm this to Brunswick Organic Nursery. **Action Cllr Nicholls**

6.3 Finance Committee

6.3.1 *Committee Report* – At the meeting with the Internal Auditor it was confirmed the Clerk’s financial and VAT records are both in order. It was commented the records are kept with consistent reliability of financial records observed in previous years.

Repairs and upgrades of Parish Council assets have been anticipated and budgeted for, leading to the Parish Council holding reserves reflecting ‘normal’ levels equivalent to one year’s precept income. The Parish Council’s insurance / risk assessment documents were provided to the Internal Auditor who confirmed they were in order.

To ensure the Parish Council is website compliant, documents which were reviewed and adopted in the Annual Meeting (held earlier this evening) will be displayed on the site.

The Internal Auditor advised the Parish Council to adopt a sexual harassment policy to ensure legislative compliance under the Equalities Act 2010. The policy will be presented to full Council for agreement and adopted in the June 2025 meeting.

Asset Register and Values – Cllr. Harrison read the following to the meeting:

“The basis of the valuation of assets in a parish council’s asset register is historic value, i.e. the purchase price of the asset. Where that is not known, an insurance or replacement value can be used, but these are last resort values to be included in the register. There is no depreciation in a parish council’s asset register – where an historic asset value has been identified, it always stays at that value in the register. Assets that do not have a resale value are referred to as ‘community assets’ and are consistently valued at £1 and gifted assets are valued at the nominal £1 too.”

Bishopthorpe Parish Council has always valued its assets at £1 according to National Association of Local Councils advice and will continue this practice going forward.

6.3.2 *Approval of Annual Governance Statement 2024/25* - Proposed by Cllr Harrison. This was seconded by Cllr Jemison and agreed unanimously.

6.3.3 *Approval of the Annual Statement 2024/25* - Proposed by Cllr Harrison. This was seconded by Cllr Jemison and agreed unanimously.

6.4 Leases

6.4.1 *Update* – Nothing to report.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly Park inspection* – The inspection bag for the previous month was taken by Cllr. Harrison who reported an increase in litter left in the park. This was because it was half-term and the weather was warm.

Following the annual inspection review Playdale have undertaken minor repairs to some pieces of equipment and reported that the “Zip Wire” is showing signs of wear and tear but is safe to use. Three new edging boards have been kicked off (again) and Cllr. Johnson offered to mend these.

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 thirteen people on the waiting list for an allotment plot in Bishopthorpe, which includes one non-villager.
- One plot has recently been re-let

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Harrison confirmed following the Vernon House AGM rental fees will increase to £2 per person with immediate effect.

6.8 Web Site Management

6.8.1 *Monthly Report* – The website is up to date.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – Cllr. Gajewicz reported the library are holding the annual summer reading challenge. Fund raising activities continue for the repairs needed to the west facing windows and donations can be made by visiting the library in person.

- 6.10 Environmental and Sustainability
 - 6.10.1 *Monthly Report* – Cllr. Jemison offered to chase the Environment Agency who promised to update the flood map for Bishopthorpe following the introduction of new flood prevention measures introduced on Chantry Lane. **Action Cllr Jemison.**
 - 6.10.2 *Email from Mr Molloy: Stench Along Acaster Lane* – Item dealt with the at the beginning of the meeting.
- 6.11 Community Emergency Planning
 - 6.11.1 *Monthly Update* – Nothing to report.
- 6.12 Bishopthorpe Orchard
 - 6.12.1 *Committee Update* – Nothing to report

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7

Financial Transactions

7.1	<u>Payments to approve</u>		
	7.1.1	Cheque / Direct Debit payments	
		Amounts paid	
		H3G – Internet provision – Vernon House	15.60
		GoCardless, York Wi-Fi Solutions – Village Hall internet maintenance	24.00
		B-Online – Internet provision Village Hall	46.73
		Monthly direct debit to E-On Sports Pavilion Electricity (A-CA601F36)	306.44
		Monthly direct debit to E-On Village Hall Electricity (A-BB34F196)	227.41
		Monthly direct debit to E-On Village Hall Gas (A-724142FO)	539.54
		Total Amount paid	£1,159.72
	7.1.2	On-Line Banking payments	
		Amounts paid	
		Clerk’s Salary	888.00
		Clerk’s Expenses (stamps)	27.52
		M Haynes - Village Hall Facilities Manager	437.50
		Village Hall Facilities Manager expenses	0.00
		C Julie Bradley - Vernon House Caretaker	250.00
		C Julie Bradley - Vernon House Caretaker expenses	32.17
		C Henk – Sports Pavilion cleaning	150.00
		C Henk – Sports Pavilion cleaning expenses	0.00
		Ainsty Landscapes – Grass cutting sports field, Ferry Lane	720.00
		Cllr. Harrison – postal cost refund for registered letter	3.60
		Refund of Village Hall party deposit: A Floyd	55.00
		Sports Turf Services (York) Ltd – grass cuts at Sports Pavilion	156.00
		Leon Haskin – Sports Pavilion door installation & internal painting	3,606.00
		Dennis King Ltd – repairs to outside security lights	231.59
		Clear Councils – Local councils insurance renewal	3,486.83

Cllr. Nicholls – refund for key cutting for Sports Pavilion	18.00
Personalised bench for Vernon House	838.99
Business Stream – Village Hall	208.11
Business Stream – Appleton Road allotments	1.52
Business Steam – Sports Pavilion	122.15
Fisher German – Allotment rent (Oct 24 to April 24)	72.50
Fisher German – Cricket field rent (Oct 24 to April 24)	150.00
ST Plumbing – water heater repairs at the Sports Pavilion	204.00
Business Stream – Vernon House	23.06
Cllr. Harrison – refund for Sensory Garden pants and bark	213.52
Savills – Glebe sports field rent	225.00
On-line payment total	12,121.06
Payment Total	£13,280.78

7.2 **Income Receipts**

Amounts Received

Village Hall rental income	1,081.67
Vernon House rental income	358.70
Bishopthorpe Cricket Club precept	650.00
Precept – 1 st instalment	18,000.00
The Boatyard York Ltd – annual rent	2,850.00
Tim Foster – refund Sports Pavilion work	3000.00

Total Income	£25,940.37
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Approval of financial transactions proposed by Cllr Jemison and seconded by Cllr Gajewicz . Carried Unanimously.

- 25/94 8 **School Governors**
 - 8.1 *Infant School* – Nothing to report.
 - 8.2 *Junior School* – Nothing to report.
- 25/95 9 **Gordon Watkins Community Award**
 - 9.1 *Committee Report* – Nothing to report
- 25/96 10 **Pinfold**
 - 10.1 *Committee Report* – Nothing to report.
- 25/97 11 **Sensory Garden**
 - 11.1 *Committee Report* – Mrs Harrison, who looks after the Sensory Garden in an unpaid voluntary role, reported she has weeded both the Pinfold and Sensory Garden and the rose bed in front of the Sensory Garden. Verbena was planted in the Sensory Garden and new bark, to prevent weeds growing, was laid. New summer bedding plants were purchased and before planting, bind weed was removed. The Parish Council is grateful to Mrs Harrison for undertaking the upkeep of the garden.

11.2 *Mosaic repairs* – Nothing to report.

25/98 12 **Police Liaison**

12.1 *Ward Manager's Report* – Cllr. George reported the total number of crimes reported for the past five months in the village totalled thirty-five.

25/99 13 **Local Council Association**

13.1 *Yorkshire Local Councils Association* – No recent meeting.

13.2 *White Rose updates* – Cllr. Harrison reported new legislation will require Parish Councils to separate recyclable material (from non-recyclable material) before disposing to general waste. This change will take effect in March 2027 for micro-employers – defined as those with fewer than ten employees.

25/100 14 **Highway Matters**

14.1 *Floral Displays* – Nothing to report.

14.2 *Celkom Transport Ltd Operations* – Reporting from a meeting held with Luke Charters MP, Cllr. Johnson informed the meeting all Celkom lorries are fitted with an online tracking system recording their speed. Therefore if any villager reports a lorry appearing to break the speed limit, this can be checked against the on-board tracking system and action taken as appropriate.

The new site has been reported in the press as being over 50,000 square feet in size but is actually no more than 31,000 square feet. The site is also used by other operators and is not exclusive to Celkom.

Cllr. Harrison reported Celkom have confirmed lorries will access their site through both Bishopthorpe and Copmanthorpe and will also avoid school opening and closing times.

25/101 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *Leeds East Airport and Church Fenton - Stakeholder 28-day Feedback Window* - Noted.

15.2 Others

15.2.1 None.

25/102 16 **Ward Committee** – *Ward Committee update report from Ward Councillor Cllr. Nicholls:*

- The next ward committee meeting will be held at the Marcia public house on the 9th June commencing at 6.30pm. The meeting is open to all.

- Cllr. Nicholls confirmed transport to the doctors surgery in Copmanthorpe is temporarily suspended whilst the increase in price is confirmed. It has not been cancelled and will recommence shortly.
- The Executive Committee will make a final decision regarding the implementation of the 20 mph speed zone in the village. If agreed the limit will become permanent.
- The new Ward Budget for 2024/25 has been agreed at £6,187. Applications for funding can be made by contacting Ward Councillor, Michael Nicholls, on cldr.mnicholls@york.gov.uk

25/103 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr Thornton reported an email has been received from a resident wishing to be referred to as AN. The email asked for the blue concrete filled barrel to be permanently removed from the riverside.
- Noting the internet charge has increased to over £46 for the Village Hall, Cllr. George offered to investigate cheaper options.

25/104 18 **Date and time of next meeting – Tuesday 24th June 2025 at 7pm at the Village Hall.**

Meeting closed at 8.41 pm