

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 26th August 2025 at the Village Hall, Main Street, Bishopthorpe.

The Chair opened the meeting at 7.00 pm.

Council Members Present:

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

25/141 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.

25/142 2 **Apologies for absence.**

None

25/143 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.*

25/144 4 **Minutes of Meeting, 22nd July 2025**

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

25/145 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **Palace Gardens, Bishopthorpe Road.** External works to include new stabilising piers, repairs and repointing of walls. 25/01407/LBC. **No Objection**

5.1.2 **Ramsey House, Chantry Lane.** Fell one Norway Maple (T3) and remedial pruning of three Trees (T1, T2, T4) as per submitted specifications - tree in a conservation area. 25/01506/Tree Conservation Area. **No Objection**

5.1.3 **54 Acaster Lane.** Single storey rear extension and extended rear dormer. 25/01517/FUL. **No Objection**

- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **3 Acaster Lane.** Fell one Willow Tree in Tree Conservation Area. 25/01328/Tree Conservation Area. **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 meeting entered part two.*

25/146 6

Services

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report* – The following update was reported to the meeting:
- The Village Hall Eon Gas account is in debit by £152 but the direct debit payment has been based on estimated readings: Cllr. George submitted a meter reading to ensure an appropriate amount to cover the outstanding balance is taken in future.
 - The Caretaker has contacted the Co Op to ask them to request adjustments to the electrical charging switch to ensure it can be turned off.
 - It was agreed that hire charges for children’s parties will increase to £50 per half-day hire with effect from September 2025
 - The Caretaker has highlighted that certain hirers do not remove their rubbish from the hall following an event. Cllr. Thornton suggested a change in the Hiring Agreement to impose a surcharge on hirers who leave excess rubbish in the hall. This was agreed in principal and Cllr. Thornton offered to discuss the issue further with the Caretaker.
- Action Cllr Thornton**
- 6.2 Sports and Leisure Management Committee
- 6.2.1 *Management Committee Report* – Cllr. Johnson reported the water heater has been replaced and building work is now completed. A user-group meeting will be held shortly.
- 6.2.2 *New Risk Management document* – Cllr. Johnson is in the process of finalising the risk management document for the Sports Pavilion.
- 6.2.3 *Bishopthorpe Cricket Club: “Ferry Lane Multi-Sport Development”* – A feasibility study of the Sports Pavilion has been undertaken by Vincent and Partners who supplied six alternative concept layouts for consideration. The Parish Councillors favoured the vision of a new curved Sports Pavilion with a viewing area overlooking the cricket pitch. This option also gives scope for further extension in the future, if required.
- The Parish Council will present the idea to the village at the upcoming Bishopthorpe Festival in September. Villagers will be asked if they would use a multi-sports complex and if so, what sports they would like to be included.

Once the information has been gathered it will form part of a request to the landowners - The Church Commissioners and the Diocese Board of York - to request their permission to construct a new Sports Pavilion. If they approve the plans, the Parish Council will then seek City Council planning approval. This action will be dependent upon successful funding applications.

In order that the information can be presented to the village, Cllr. Thornton asked for permission to purchase presentation boards at a cost of £200. This was agreed as the boards can be reused by the Parish Council at future events.

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report.

6.3.2 *Clerk's Salary* – The Parish Council has been informed by the National Association of Local Councils that the employers organisations and the unions have now reached agreement on the rates of pay for local council employees that are engaged on NJC terms and conditions, from 1 April 2025. A percentage increase of 3.2% has been applied. The Clerk's salary has therefore increased to £916.42 per month (with backpay to 1/4/25 of £113.42 applied).

It was agreed that a review of the caretakers / cleaners of Parish Council owned buildings will be undertaken before the year end.

6.3.3 *General Privacy Notice and IT Policy Notice* – Before adoption by Bishopthorpe Parish Council, Cllr. Stephen suggested amendments to the email monitoring clause that were agreed by Bishopthorpe Parish Council and the IT Policy and General Privacy Notice was adopted.

6.3.4 *Communications: WhatsApp* – Councillors were instructed not to discuss finance matters on their WhatsApp group. The Clerk is not part of the informal group and as RFO needs to be aware of all financial matters affecting the Parish Council. It was agreed that financial matters will be discussed only on the Councillors *gov.uk* email addresses in future.

The Chairman also reminded the meeting that should the Parish Council be requested to provide information under a Freedom of Information request, a record of all WhatsApp messages must be produced if relating to the request.

6.4 Leases

6.4.1 *Update* – Cllr. Johnson reported that all riverside stakeholders have been contacted to see if they will contribute to repairs for a section of riverside pathway between the Moorings and Bosun's Restaurant. Two have responded positively, five have not responded at all and there has been no response from Bosun's.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly Park inspection* – Cllr. Johnson had the inspection bag for August and reported no litter or damage issues. A small amount of edging has been replaced. Out of hours use of the park was observed for what appears to be illicit use. This will be reported to the police.

The bag was kept by Cllr. Johnson for the upcoming month.

6.6 Allotments

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

- Fifteen villagers and one non-villager are on the waiting list for an allotment plot.
- One plot has recently been vacated but was re-let immediately.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* :

- Cllr. Astbury arranged for the removal of the old armchairs (that were condemned during the recent fire inspection) and replaced them with chairs from the Village Hall. However, the new chairs have not been well received, as no one likes them! The Ward Councillor offered funding from the Ward Committee to purchase a number of new armchairs to replace the condemned ones.
- During the upcoming Open Afternoon, a survey will be distributed asking for opinions on the building's interior, exterior, and kitchen usage. The survey will also request opinions concerning the proposed £2 per person hiring cost.
- The City Council has been asked to check the ceiling, guttering, and damp issues and rectify as appropriate.
- A risk assessment has been completed for the building.
- Councillor Stephen proposed purchasing a new sign for the building. Obtaining three quotes has proven impossible; however, Cllr. Stephen proposed accepting the quote received for £80, with an additional £20 for fixing a new sign. This was seconded by Cllr. Astbury and agreed unanimously.
- Arrangements have been made for the meadow to be mown.

6.7.2 *Blister pack recycling* – Cllr. Stephen reported the estimated cost of implementing a blister pack recycling scheme in Bishopthorpe would be in the region of £1,344 per annum. Councillors debated possible locations within the village that might be suitable for the installation, taking into account accessibility for residents. It was concluded that residents could take advantage of the scheme operated by Tesco and that it would be an unnecessary expense for the Parish Council to undertake.

6.8 Web Site Management

6.8.1 *Monthly Report* – New links have been added for crime statistics and to the police reporting page. Updated photos are needed for the website from Cllr. Gajewicz, Cllr. Jemison and Cllr. Thornton.

Bishopthorpe History Group has decided not to use the Parish Council website for their group.

- 6.9 Bishophthorpe Library
 - 6.9.1 *Monthly update* – Cllr. Gajewicz reported the successful completion of the crowd funding initiative has allowed the installation of new windows in the library.

- 6.10 Environmental and Sustainability
 - 6.10.1 *Monthly Report* – Nothing to report

- 6.11 Community Emergency Planning
 - 6.11.1 *Monthly Update* – The Parish Council decided not to buy an emergency grab bag for £75. Cllr. Nicholls will use Facebook to request volunteers to form a group who will come forward to assist should an emergency situation arise in the village.

- 6.12 Bishophthorpe Orchard
 - 6.12.1 *Committee Update* – Cllr. Gajewicz was shown around the orchard by Morwenna Christian. This year, the apple harvest has been abundant due to the warm spring weather and the apple press will be utilised during Bishophthorpe Festival to use up the harvest of apples. Additionally, Mrs Christian confirmed thirty native wildflower species have been identified in the orchard.

Replacement of the style at the bottom of the site will be held in abeyance for the time being.

25/147 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	32.34
	Monthly direct debit to E-On Sports Pavilion Electricity (A-CA601F36)	306.44
	Monthly direct debit to E-On Village Hall Electricity (A-BB34F196)	264.17
	Monthly direct debit to E-On Village Hall Gas (A-724142FO)	619.54
	ICO Data Protection – annual fee	47.00
	Scottish Water – Vernon House	12.29
	Scottish Water – Village Hall	78.41
	Scottish Water – Sports Pavilion	321.19
	Ecotricity – Vernon House electricity supply	45.54
	Total Amount paid	£1,766.52
	 7.1.2 On-Line Banking payments	
	Amounts paid	
	Clerk’s Salary	916.42
	Clerk’s Salary, back pay to April 2025	113.68
	Clerk’s Expenses (postage for allotment letters £100.60 & ink cartridges £78.61)	179.21
	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	0.00

C Henk – Sports Pavilion cleaning	150.00
C Henk – Sports Pavilion cleaning expenses	0.00
Replacement trowel for Mrs Harrison for Sensory Garden work	8.99
Cllr. Harrison – plants for Sensory Garden	25.47
R. Green - Supply and install tap for Appleton Road allotments	75.00
York Elevator Services – Annual service of Village Hall lift	324.00
Defibrillator Store – Replacement pad pack	321.60
LKS – Sports Pavilion key cutting	46.55
Sports Turf Services (York) Ltd grass cuts sports field	156.00
G2 Integrated Security Solutions Ltd – repairs to Village Hall door	1499.22
Vincent & Partners Ltd – Feasibility study for Sports Pavilion	1851.84
AMS Heating – Water heater replaced in Sports Pavilion	366.00
G2 Security Ltd – Replacement to control board Village Hall door	192.00
On-line payment total	6913.48
Payment Total	<u>£8,680.00</u>

7.2	Income Receipts	
	Amounts Received	
	Village Hall rental income	1275.00
	Vernon House income	452.10
	Bishopthorpe Cricket Club – contributions towards architect fees	771.60
	HMRC – VAT refund 2024/25	8,038.51
	Total Income	<u>£10,537.21</u>

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

Cllr. Astbury left the meeting at 8.27 pm.

- | | | | |
|--------|----|---------------------------------------|--|
| 25/148 | 8 | School Governors | |
| | | 8.1 | <i>Infants School</i> – Nothing to report. |
| | | 8.2 | <i>Junior School</i> – Nothing to report. |
| 25/149 | 9 | Gordon Watkins Community Award | |
| | | 9.1 | <i>Committee Report</i> – Nothing to report. |
| 25/150 | 10 | Pinfold | |
| | | 10.1 | <i>Committee Report</i> – Nothing to report. |
| | | 10.2 | <i>Email from G Hartwell: Damage to the Pinfold brickwork</i> – Simon Skyes has been asked to repair the top and second layer of bricks that have fractured in the pinfold. |
| 25/151 | 11 | Sensory Garden | |
| | | 11.1 | <i>Committee Report</i> – Weeding has been undertaken and bind weed has been removed from the garden by Mrs Harrison. |
| | | 11.2 | <i>Mosaic repairs</i> – Cllr. Thornton reported a mosaic kit has been ordered at a cost of £120. The tiles and design will be sent to the Parish Council in time for inclusion at Bishopthorpe Festival. Cllr. Jemison confirmed that he has made a metal and concrete |

base for the design, which will be sunk into the ground in the Sensory Garden. Once the mosaic has been laid on top of the base, it will be glazed to provide protection from the weather.

- 25/152 12 **Police Liaison**
- 12.1 *Ward Manager's Report* – Cllr. George reported the total number of crimes reported for June 2025 are as follows:
4 Anti- Social Behaviour
1 Burglary
2 'other theft'
1 criminal damage
1 bicycle theft
1 public order and
2 violence.
- 25/153 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Nothing to report.
- 13.2 *White Rose updates* – £140k grant funding is available for community energy projects. The information was passed to Cllr. Thornton to see if it may be applicable to the Parish Council.
- 25/154 14 **Highway Matters**
- 14.1 *Celkom Transport Ltd Operations* – Luke Charters MP has requested confirmation from Celkom regarding the company's commitment to avoid operating their lorries through Bishopthorpe during school drop-off times in the morning and afternoon. A formal response from the company is currently pending.
- No 11 bus* – A parishioner has contacted City of York Council regarding the service. A bus corridor is planned to be introduced in the future to help address the situation. Cllr Harrison asked whether it would be possible for the Parish Council to fund the bus on behalf of the village and offered to approach First Bus to determine the cost of providing the service, which could be included in the precept if the village supports funding it. The route would not extend as far as Ashley Park.
- 25/155 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 None
- 15.2 Others
- 15.2.1 Mr Russell Wright of Chantry Lane contacted the Parish Council regarding the installation of bollards and a rope fence at the bottom of Ferry Lane. Mr Wright expressed concerns that the bollards may block emergency vehicle access to the Old St Andrew's Church along the river. The Parish Council confirmed that there was no objection to the bollards and rope fence and that this route is not and has never been used for vehicle access to the old church.
- 15.2.2 *Vacancy on Parish Council* – The Parish Council vacancy has been advertised on Facebook and on the Parish Council's noticeboard. Three applications have been received and the Chairman has contacted all applicants asking

them to submit their full details by 31st August. Applicants will be invited to the September meeting to discuss why they would like to become a Parish Councillor. Following this, an open vote amongst existing Parish Councillors will take place to decide who will join the Parish Council.

25/156 16 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:**

- A Ward Committee meeting is pending.
- A decision will be made on the 16th September by the City Council whether or not to formally introduce the 20mph across Bishopthorpe as a whole. Details will be on the City Council’s website one week before the decision is made, with comments invited from the public.
- The licence for Acaster Airfield is currently with the City Council planning department.
- Someone unknown has painted circles around all Ferry Lane potholes.
- Drummond View pavements will be replaced next week by the City Council.
- The Ward Councillor has sent out a Community Transport survey to all villagers
- Japanese knotweed has been reported by the riverside.
- 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 cllr.mnicholls@york.gov.uk

25/157 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr. George has ordered spare pads for the defibrillator but they will not be received until the end of the year as they have to be checked by the regulator before dispatch.

25/158 18 **Date and time of next meeting – Tuesday, 23rd September 2025 at 7pm at the Village Hall.**

Meeting closed at 21.10 pm