

BISHOPTHORPE PARISH COUNCIL

AGENDA

NOTICE IS HEREBY GIVEN that an ORDINARY MEETING of Bishopthorpe Parish Council will be held on Tuesday, 23rd September 2025 commencing at 7.00pm at the Village Hall . Date of posting: Wednesday 17th September 2025.

- 1 **Recording of 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.
- 2 **Apologies for absence** (including notice if potentially leaving part way through the meeting).
- 3 **Declarations of Interest.** At this point Councillors are asked to declare any prejudicial interest they may have in the business on this agenda.
- 4 **Minutes of Meeting Ordinary Meeting** 28th August 2025
- 5 **Consideration of Planning Matters** and recommendations of the Planning Group.
 - 5.1 Notice of Applications Received
 - 5.1.1 **5 The Courtyard.** Minor reduction and shaping of 1no. Purple Leafed Maple and one Indian Bean Tree - trees in a conservation area. 25/01597/Tree Conservation Area.
 - 5.1.2 **Palace Gardens, Bishopthorpe Road.** Construction of twenty-eight piers to stabilise walls. 25/01584/FUL.
 - 5.1.3 **Home Farm Buildings, 81 Main Street.** Fell two Cherry Trees in Conservation Area. 25/01778/Tree Conservation Area
 - 5.2 Notice of Decisions Given (Parish Council decisions are in red)
 - 5.2.1 **8 Main Street.** First floor front and rear extensions with dormers to create additional storey, single storey rear extension and porch to front. 25/1317/FUL.
No Objection. Refused.
 - 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 – update Cllr. Harrison.
 - 5.4.2 Changes to City of York Council Planning Committees
- 6 Services
 - 6.1 Village Hall Management Committee
 - 6.1.1 Management Committee Report – update Cllr Thornton

BISHOPTHORPE PARISH COUNCIL

6.2 Sports and Leisure Management Report

- 6.2.1 Management Committee Report – update Cllr. Johnson
- 6.2.2 Bishopthorpe Cricket Club – “Ferry Lane Multi-Sports Development” – update Cllr. Thornton

6.3 Finance Committee

- 6.3.1 Committee Report – update Cllr. Harrison
- 6.3.2 External Auditor’s Report – update on conclusion of the audit

6.4 Leases

- 6.4.1 Update

6.5 Youth Support and Children’s Recreation

- 6.5.1 Monthly Park inspection – update
- 6.5.2 Email From Dominique Hewson – Bishopthorpe Car Park (Play Area)

6.6 Allotments

- 6.6.1 Monthly Report – Cllr. George

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

- 6.7.1 Monthly Report – Cllr. Stephen and Cllr. Astbury

6.8 Web Site Management

- 6.8.1 Monthly Report – update Cllr. George
- 6.8.2 Policy Display Update: The following documents are now displayed on the website – Bishopthorpe Parish Council IT Policy, Finalisation of 2024/25 audited accounts and the Sports Pavilion Risk Assessment.

6.9 Bishopthorpe Library

- 6.9.1 Monthly Report – update Cllr. Gajewicz

6.10 Environmental and Sustainability

- 6.10.1 Monthly Report – update Cllr. Astbury

6.11 Community Emergency Planning

- 6.11.1 Committee Report – update Cllr Nicholls

6.12 Bishopthorpe Orchard

- 6.12.1 Update – update Cllr. Gajewicz

7 **Financial Transactions**

7.1 Payments to Approve

7.1.1 **Cheque / Direct Debit Payments**

Amounts paid

B-Online – Internet provision Village Hall	0.00
Monthly direct debit to E-On Sports Pavilion Electricity (A-CA601F36)	0.00
Monthly direct debit to E-On Village Hall Electricity (A-BB34F196)	0.00
Monthly direct debit to E-On Village Hall Gas (A-724142FO)	0.00
H3G – Internet provision – Vernon House	15.60
GoCardless, York Wi-Fi Solutions – Village Hall internet maintenance	24.00
Ecotricity – Vernon House electricity supply	147.39
Total Amount paid	£186.99

BISHOPTHORPE PARISH COUNCIL

7.1.2 On- Line banking payments

Amounts paid

Clerk's Salary	916.42
Clerk's Expenses	0.00
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	12.00
C Julie Bradley - Vernon House Caretaker	250.00
C Julie Bradley - Vernon House Caretaker expenses	0.00
C Henk – Sports Pavilion cleaning	120.00
C Henk – Sports Pavilion cleaning expenses	11.00
Cllr. Stephen – refund for Vernon House survey photocopying	24.00
Cllr. Thornton – refund for York Print scanning	26.00
Cllr. Johnson – refund for HM Land Registry fee, Field 84	30.00
Cllr. Johnson – refund for Play Area materials	78.94
I Craib – Mosaic tiles for Sensory Garden	104.29
Parish Council Microsoft 365 annual renewal fee	104.99
Sports Turf Services (York) Ltd – Grass cutting – sports field	156.00
A Powell – Sensory Garden gate closure	276.00
PKF – professional service charge in connection with annual audit	504.00
Parish Online – annual payment for website services	596.40
Andrew's Garden Services Play Area grass cuts – Play Area grass cuts	660.00
Ainsty Landscapes – cricket field cuts	720.00

On-line payment total

5,027.54

Payment Total

£5,214.53

7.2 Income Receipts

Amounts Received

Village Hall rental income	1,027.14
Vernon House Income – August	423.00
L Wakefield – use of Sports Pavilion field	48.00
Total Income	<u>£1,498.14</u>

8 School Governors

- 8.1 Infant School – update Cllr Nicholls
- 8.2 Junior School – update Cllr. Nicholls

9 Gordon Watkins Community Award

- 9.1 Committee Report – update Cllr Thornton

10 Pinfold

- 10.1 Committee Report – update Cllr. Harrison
- 10.2 Damage to brickwork – update Cllr. Harrison

11 Sensory Garden

- 11.1 Committee Report – update Cllr. Harrison
- 11.2 Mosaic repairs – update Cllr. Harrison
- 11.3 Removal of hedge by neighbouring property

BISHOPTHORPE PARISH COUNCIL

12 Police Liaison

- 12.1 Ward Manager's Report – update Cllr. George

13 Local Council Association

- 13.1 Yorkshire Local Councils Association – Update Cllr. Harrison
- 13.2 White Rose updates
- 13.3 YLCA Training Programme September to December 2025
- 13.4 Yorkshire Local Councils Association Joint Annual meeting – 27th September at Walton Village Hall, Wetherby

14 Highway Matters

- 14.1 Celkom Transport Ltd Operations - update

15 Correspondence

- 15.1 City of York Council not covered elsewhere
 - 15.1.1 None

- 15.2 Others
 - 15.2.1 None
 - 15.2.2 Freedom of Information request in connection with the moorings

16 Ward Committee

- 16.1 Update

17 Any other business, which the Chairman consider urgent under the Local Government Act 1972

18 Date and time of next meeting Tuesday 28th October 2025 at the Village Hall, Main Street at 7.00pm.

BISHOPTHORPE PARISH COUNCIL

19 Payments to Authorise September 2025

19.1.1 Cheque / Direct Debit Payments

Amounts paid

B-Online – Internet provision Village Hall	0.00
Monthly direct debit to E-On Sports Pavilion Electricity (A-CA601F36)	0.00
Monthly direct debit to E-On Village Hall Electricity (A-BB34F196)	0.00
Monthly direct debit to E-On Village Hall Gas (A-724142FO)	0.00
H3G – Internet provision – Vernon House	15.60
GoCardless, York Wi-Fi Solutions – Village Hall internet maintenance	24.00
Ecotricity – Vernon House electricity supply	147.39
Total Amount paid	<u>£186.99</u>

19.1.2 On- Line banking payments

Amounts paid

Clerk's Salary	916.42
Clerk's Expenses	0.00
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	12.00
C Julie Bradley - Vernon House Caretaker	250.00
C Julie Bradley - Vernon House Caretaker expenses	0.00
C Henk – Sports Pavilion cleaning	120.00
C Henk – Sports Pavilion cleaning expenses	11.00
Cllr. Stephen – refund for Vernon House survey photocopying	24.00
Cllr. Thornton – refund for York Print scanning	26.00
Cllr. Johnson – refund for HM Land Registry fee, Field 84	30.00
Cllr. Johnson – refund for Play Area materials	78.94
I Craib – Mosaic tiles for Sensory Garden	104.29
Parish Council Microsoft 365 annual renewal fee	104.99
Sports Turf Services (York) Ltd – Grass cutting – sports field	156.00
A Powell – Sensory Garden gate closure	276.00
PKF – professional service charge in connection with annual audit	504.00
Parish Online – annual payment for website services	596.40
Andrew's Garden Services Play Area grass cuts – Play Area grass cuts	660.00
Ainsty Landscapes – cricket field cuts	720.00
On-line payment total	<u>5,027.54</u>
Payment Total	<u>£5,214.53</u>

Bank Account checked by

--