

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 23rd September 2025 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 (until 7.40pm), Cllr. Gajewicz and Cllr. Johnson.

25/159 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.

25/160 2 **Apologies for absence.**
Cllr Thornton, Cllr. Astbury and Cllr Stephen.25/161 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.

25/162 4 **Minutes of Meeting, 26th August 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.

25/163 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 one Purple Leafed Maple and one Indian Bean Tree - trees in a conservation area. 25/01597/Tree Conservation Area. **No Objection**

5.1.2 **Palace Gardens, Bishopthorpe Road.** Construction of twenty-eight piers to stabilise walls. 25/01584/FUL. **No Objection**

5.1.3 **Home Farm Buildings, 81 Main Street.** Fell two Cherry Trees in Conservation Area. 25/01778/Tree Conservation Area. **No Objection**

- 4.5.2 Notice of decisions given (Parish Council decisions are highlighted 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.
- 5.2.2 **25/01328/TCA, 3 Acaster Lane.** Fell Willow Tree in 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.*
- 5.4.2 *Changes to City of York Council Planning Committees – Cllr Harrison reported that consultation with the public or the Parish Council may not be required for proposed changes in planning applications. The Parish Council may only be advised of developments involving more than forty houses or more; smaller matters such as tree preservation and extensions will not involve the Parish Council. The process for neighbour consultations is currently unclear. A liaison meeting is planned with the City of York Council to discuss this further.*

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Services

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report – Before the meeting Cllr. Thornton reported the following items:*
- Concerns were expressed regarding the Festival Committee’s use of the village hall on 14th September. The double doors were left open throughout the day, stall holders used the power supply without prior permission and accessed the main hall, resulting in floor damage. It was agreed that the Festival Committee will be required to sign a hire agreement in 2026.
 - Pantomime rehearsals have started and the hall will be closed to public hire from Thursday 20th November to Saturday 29th; with the keycode changed for this period.
 - The hall remains well used and appreciated
- 6.2 Sports and Leisure Management Committee
- 6.2.1 *Management Committee Report – A user meeting was held on the 18th September from which Cllr. Johnson reported the following items:*
- The shower has developed a leaking valve and it was noted that the toilet for people with disabilities is not flushing correctly. Repairs to both would be £330 + VAT. It was agreed to go ahead with the repairs.
 - The fee for junior football players using the Ferry Lane facilities has been kept to a minimum. This measure aims to encourage participation among younger members. However, due to

oversubscription at the Sim Balk Lane facility, senior players are returning to train at Ferry Lane. It was agreed that the Club will be invoiced for their senior training sessions held at Ferry Lane. In preparation for winter practice sessions, the Club has communicated their intention to install floodlights at Ferry Lane. The installation and associated costs will be covered entirely by the Club.

- Various suggestions were received from users to improve the building. Playgroup offered to redecorate the main room at their own expense and proposed replacing ceiling strip lights with LEDs.
- A copy of the Risk Management Assessment was passed to all users.
- Playgroup requested that storage issues relating to cricket club tables be resolved, and that the BBQ and gas canister be removed from the pavilion for safety reasons.

6.2.2 *Bishopthorpe Cricket Club – “Ferry Lane Multi-Sports Development”* – At the user meeting, a copy of the Feasibility Study was circulated for comment. Playgroup confirmed continued interest in using the building post-development and highlighted the importance of woodland access. Further feedback will be collected before the project progresses.

Cllr. Johnson suggested forming a project group to refine the outline design, develop costings and determine the overall viability of the project.

All parties were informed that this is an early-stage discussion, and any development will be subject to City Council planning permission and the approval of the site’s two lessees: The Diocese and the Church Commissioners.

6.3 Finance Committee

6.3.1 *Committee Report* – The External Auditor, PKF Littlejohn LLP has completed the 2025 audit and expressed the following opinion:

‘On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been meet’.

All documentation in connection with the audit has been published on the Parish Council’s website in accordance with legislation.

6.4 Leases

6.4.1 *Update* – Item 15.2.2 was brought forward to this point and discussed under Part Two.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly Park inspection* – Cllr. Johnson had the inspection bag for September and reported that apart from a few trees needing pruning there were no other issues. The bag was passed to Cllr Harrison for the upcoming month.

- 6.5.2 *Email From Dominique Hewson – Car Park Boundaries:* An email from Dominique Hewson raised questions about the ownership of car park boundaries in Keble Park North car park. The fence is not owned by the Parish Council and the owner is unknown. Cllr. Harrison offered to contact Ms Hewson to convey this message.

Cllr Nicholls left the meeting at 7.40pm.

6.6 Allotments

- 6.6.1 *Monthly report* – Cllr. George reported four new residents have been added to the waiting list and one removed. One plot was halved and is being re-let. Currently, there are nineteen villagers and one non-villager on the waiting list.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

- 6.7.1 *Monthly Report* – An email circulated before the meeting from Councillor Stephen stated that the survey of Vernon House users had been completed. A new sign for the building has been ordered and will be installed soon. The City Council is also arranging the installation of a new damp-proof course, drain clearance, brickwork repointing and replacement of a broken gutter. After these tasks are completed, the City Council will address the damp issue in the ladies toilet. The City Council Asbestos Team is currently investigating the ceiling and floor tiles which are thought to be made from cork.

An open morning will be held on September 27th.

6.8 Web Site Management

- 6.8.1 *Monthly Report* – Nothing to report.
- 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 update* – Cllr. Gajewicz attended a meeting with the Friends of Bishopthorpe Library and following successful fundraising for new windows a tea party is scheduled for 4th October to acknowledge supporters. Further planned events include a talk on Bob Cratchit (from A Christmas Carol by Charles Dickens) on 17th October, a murder mystery event next year, and Bishopthorpe Choir performing Christmas carols in the Sensory Garden in December

6.10 Environmental and Sustainability

- 6.10.1 *Monthly Report* – Nothing to report.

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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Financial Transactions

7.1	<u>Payments to approve</u>		
	7.1.1	Cheque / Direct Debit payments	
		Amounts paid	
		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
		H3G – Internet provision – Vernon House	15.60
		GoCardless, York Wi-Fi Solutions – Village Hall internet maintenance	24.00
		Ecotricity – Vernon House electricity supply	23.24
		Total Amount paid	£1,285.33
	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
		Simon Sykes Buildings – pinfold repairs	90.00
		On-line payment total	5,117.54
		Payment Total	£6,402.87
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	£1,498.14

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

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- 25/166 8 **School Governors**
- 8.2 *Infants School* – Nothing to report.
- 8.2 *Junior School* – Nothing to report.
- 25/167 9 **Gordon Watkins Community Award**
- 9.1 *Committee Report* – Cllr. Thornton emailed before the meeting that she will share an award update on Facebook and suggested creating a display board of past winners.
- 25/168 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report
- 10.2 *Damage to brickwork* – Simon Sykes Builders Ltd has completed the repairs to the broken brickwork in the pinfold.
- 25/169 11 **Sensory Garden**
- 11.1 *Committee Report* – Seasonal planting in the garden has been undertaken by Mrs Harrison.
- 11.2 *Mosaic repairs* – The Parish Council expressed gratitude to everyone who contributed to the new mosaic, with special thanks to Ian Jemison for the concrete base and Sandra Harrison for project coordination. Once complete, the mosaic will be installed in the Sensory Garden in Spring 2026.
- 11.3 *Removal of hedge by neighbouring property* – The hedge bordering the Sensory Garden has been removed by the owner of the adjacent property. This action has resulted in the garden being exposed, which constitutes a breach of the Parish Council’s lease agreement with the City of York Council. It is anticipated that the neighbour will install a 1.8-metre hedge or fence around the perimeter, although no specific timeline has been provided. Councillor Harrison has contacted the City Council seeking clarification regarding the lease terms and is currently awaiting a response.
- 25/170 12 **Police Liaison**
- 12.1 *Ward Manager’s Report* – Cllr. George reported the total number of crimes reported for July 2025 are as follows:
- 1 antisocial
 - 1 burglary
 - 1 criminal damage
 - 1 other theft
 - 4 violence
- 25/171 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Councillor Harrison informed the Council that members had been invited to participate in the North Yorkshire Fire and Crime Panel; however, no expressions of interest were received.
- 13.2 *White Rose updates* – Noted
- 13.3 *YLCA Training Programme September to December 2025* – Noted.

13.4 *Yorkshire Local Councils Association Joint Annual meeting – 27th September at Walton Village Hall, Wetherby* – The meeting was cancelled.

25/172 14 **Highway Matters**

14.1 *Celkom* – Section 14 Temporary Traffic Regulation Orders: Local Highway Authorities may implement temporary traffic orders to prevent or restrict traffic as needed. Cllr. Harrison offered to follow this up. It is understood there has been minimal Celkom traffic through Copmanthorpe village.

25/173 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 None

15.2 Others

15.2.2 *Freedom of Information request* – This item was discussed under Part Two.

15.2.2 Cllr. Harrison reported the following items:

- York Wheels will provide transportation services to assist village residents in accessing the medical practice located in Copmanthorpe.
- Bishopthorpe Festival raised £2,500, which will be distributed to charities in the village.
- Greenways, responsible for Sustrans, has approached the Parish Council seeking a grant of £170 to buy equipment. The application has been passed to Councillor Nicholls as it will be funded by Ward Committee resources.

25/174 16 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:**

- It is with great sadness that the Parish Council learns of the death of the Community Officer from City of York Council, Cindy Benton. Cindy worked with Bishopthorpe Parish Council closely on numerous projects over the years and was valued for her professionalism and positive attitude. Condolences are passed to her family.
- The Ward Committee will meet on Thursday, 25th September to discuss the 20mph limit and its implementation in the village. Speed control lights will also be reactivated.
- £800 has been donated from Ward Committee funds to purchase twelve new (high back) chairs for Vernon House.
- Several drivers have volunteered for the Community Transport Scheme, which assists village residents without access to transportation in visiting the doctor's surgery in Copmanthorpe
- 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

25/175 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- There is currently one vacancy on the Council. Of the three applicants, one declined and another did not respond to a request for further information. The remaining applicant, Mrs Harlington, will be invited to the October meeting.
- Cllr. George noted the Council should be using multi-factor authentication for emails.
- Cllr. Johnson reported that Bosun's Restaurant and the mooring's residents showed little interest in contributing to the pathway upgrade. A letter will inform all stakeholders that the project will not proceed due to insufficient interest and funding.

25/176 18 **Date and time of next meeting – Tuesday, 28th October 2025 at 7pm at the Village Hall.**

Meeting closed at 8.07 pm