

**Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 28<sup>th</sup> October 2025 at the Village Hall, Main Street, Bishopthorpe.**

*The Chair opened the meeting at 7.01 pm.*

**Council Members Present:**

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

Mrs Carmen Harlington attended the meeting as Parish Councillor elect.

25/177 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.*

25/178 2 **Apologies for absence.**

None

25/179 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.*

25/180 4 **Minutes of Meeting, 23<sup>rd</sup> September 2025**

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

25/181 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **48 Lang Road.** Single storey rear extension and replacement windows / doors throughout. 25/01748/FUL. **No Objection**

5.1.2 **The White House, Chantry Lane.** Crown reduce one Southern Magnolia and one Indian Bean Tree up to 1.8m - trees in a conservation area. 25/01730/Tree Conservation Area. **No Objection**

- 5.1.3 **The White House, Chantry Lane.** Crown reduce 1no.Yew (T1) and 2no. Sycamores (T4, T5) up to 2.4m - protected by Tree Preservation Order 8/1983. 25/01816/Tree Preservation Order. **No Objection**
- 4.5.2 Notice of decisions given (Parish Council decisions are highlighted in red)
- 5.2.1 **Ebor Hotel, 24 Main Street.** Internal alterations to include reinstatement of wall in the Tap Room, reduction of lobby and bar servery relocated. 25/01319/LBC. **No Objection.** Approved
- 5.2.2 **54 Acaster Lane.** Single storey rear extension and extended rear dormer. 25/01517/FUL. **No Objection.** Approved
- 5.2.3 **Priory Corner, 83 Main Street.** Variation of condition two of permitted application 21/02401/FUL to alter the size of one outbuilding. 25/01056/LBC. **No Objection.** Approved
- 5.2.4 **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** Approved
- 5.2.5 **North Moor, Moor Lane.** Roof and elevational alterations to detached garage to provide accommodation ancillary to the dwelling house. 25/01310/FUL. **No Objection.** Approved
- 5.2.6 **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.** Approved
- 5.2.7 **The White House, Chantry Lane.** Crown reduce one Southern Magnolia and one Indian Bean Tree up to 1.8m - trees in a conservation area. 25/01730/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 moved to Part Two.*
- 5.4.1 *23/02187/Acaster Malbis Airfield – Remediation of agricultural land with import of materials – The Ward Councillor, Cllr Nicholls, requested a call-in for this application. As a result, it will be reviewed and discussed at an upcoming meeting of the City Council planning committee.*

**Services**

- 6.1 Village Hall Management Committee
- 6.1.1 *Management Committee Report – The meeting moved to Part Two.*

6.2 Sports and Leisure Management Committee

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

- The toilet has been repaired.
- A joiner has been contacted to provide a quote for outstanding work.
- Bishopthorpe Football Club asked if the Parish Council would be willing to make a donation towards the cost of installing external lighting.
- Playgroup are advertising for a manager to replace Mrs Moss.
- Bishopthorpe Cricket Club have tidied the changing rooms.

6.2.2 *Bishopthorpe Cricket Club – “Ferry Lane Multi-Sports Development”* – Cllr Thornton provided a summary of the project to the meeting. A proposed schedule of works was presented, which aims to submit the full planning application by January 2027.

There is an opportunity to apply for Mayoral funding, with the first deadline date in December 2025. A second round of applications will be available in May 2026. Cllr Thornton asked the meeting to consider which date the Parish Council would prefer for submission. Bishopthorpe Cricket Club also plan to submit a funding application and it was discussed whether including their bid within the Parish Council’s submission might provide cohesion.

It was agreed one bid should be put forward for the December deadline in partnership with Bishopthorpe Cricket Club. Cllr Thornton and Cllr. Johnson will seek to establish a project board to advance the proposal.

6.3 Finance Committee

6.3.1 *Committee Report* – Nothing to report

6.3.2 *Freedom of Information request (1)* – A request was received from James Hodgkinson from the Adam Smith Institute, asking the Parish Council to confirm financial details for the past three years. It is understood the same request has been sent to 300 other Parish Councils.

*Free of Information request (2)* – received September 2025 – The meeting moved to Part Two.

6.4 Leases

6.4.1 *Notice from Fisher German that there will be a tree survey on the (unspecified) leased land commencing 18<sup>th</sup> November 2025 (until completion).* Noted.

Cllr. Johnson commented the riverside path has been gradually repaired by Mr Cook of Bosun’s Restaurant.

6.5 Youth Support and Children’s Recreation

6.5.1 *Monthly Park inspection* – Cllr Harrison was responsible for the inspection bag last month and reported minimal litter. Edging boards around several pieces of equipment require repair and Cllr. Johnson volunteered to replace and repair as required.

Cllr Jemison proposed accepting a £300 quote from RD Tree Services to trim hedges. This was seconded by Cllr George and agreed unanimously. The Parish Council will close the park during the work.

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

6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported the following changes over both sites:

- Two people have left the waiting list.
- Two plots have been swapped between existing plot holders.
- Three plots have been returned.
- One plot has been halved.
- Two plots have been re-let.
- There are now forty two plots on site at Acaster Lane and forty eight at Appleton Road.
- Twelve villagers are on the waiting list and one non-villager.

Cllr George suggested a review of the Allotment Agreement for the following clause:

*Section h*: no trees to be lopped/felled or cut down without agreement – adding the words

*“with the exception of controlling the height of trees to a maximum 3 metres”.*

The clause will be changed with immediate effect. **Action Clerk**

In order to keep the sites tidy it was suggested the Parish Council may wish to consider renting two skips, one for each site, once a year for plot holder use. The total cost of this is estimated to be £1,000. Cllr George will investigate the practicalities of this suggestion and report back to the November meeting.

6.6.2 *Asbestos sheets found on site (following confirmation of removal by Lucion Services)* – Cllr George proposed accepting a quote for £790 to remove a small amount of asbestos found on site. It was agreed this must be removed as soon as possible. This was seconded by Cllr Gajewicz and agreed unanimously. **Action Cllr George**

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – The Parish Council lease Vernon House from the City Council. As Landlord the City Council has agreed to make repairs to the damp proof, the gutters and replace the missing external pointing. Cllr. Astbury will contact them further to request repairs to the toilet.

Cllr Nicholls reported the Ward Council is not able to authorise payment for ‘comfy chairs’. Only new stacking chairs can be purchased.

Cllr Stephen showed the meeting the new sign for Vernon House, which will be hung in a prominent place to advertise the building.

6.8 Web Site Management6.8.1 *Monthly Report* – Cllr George reported the web site is up to date.6.8.2 *Clerk's Desktop Computer* – Following the Microsoft 11 migration, the Clerk's desktop computer stopped working. York IT Services advised against repairing the device, so the Clerk transitioned to a Microsoft 11 compatible laptop. During the transfer process, some email folders did not upload from the server to Outlook on the new laptop and as a result a number of emails were lost, most notably all those in connection with the 2025 Annual Accounts Audit.6.9 Bishopthorpe Library6.9.1 *Monthly update* – Cllr Gajewicz reported the following:

- The recent tea party went very well.
- A Bob Craticht murder mystery night will be held before Christmas
- There will be Christmas Carols in the Sensory Garden on 10<sup>th</sup> December.
- 2026 calendars made by a local artist are for sale inside the library with part of the proceeds donated to Explore.
- The remaining windows will be installed on the 4<sup>th</sup> and 11<sup>th</sup> November.

6.10 Environmental and Sustainability6.10.1 *Monthly Report* – Nothing to report.6.10.2 *York Environment Forum Membership - nomination of a Councillor to replace Carole Green.* It was agreed Cllr. Astbury would represent Bishopthorpe Parish Council on this forum. Clerk to advise York Environment Forum.  
**Action Clerk**6.11 Community Emergency Planning6.11.1 *Monthly Update* – Cllr Nicholls reported two volunteers have come forward to help in a community emergency situation. Cllr Nicholls would welcome further volunteer help and can be contacted on [cllr.michael.nicholls@bishopthorpe-pc.gov.uk](mailto:cllr.michael.nicholls@bishopthorpe-pc.gov.uk)6.12 Bishopthorpe Orchard6.12.1 *Committee Update* – Cllr Gajewicz reported Bishopthorpe Orchard stall at Bishopthorpe festival was successful. The orchard has been prepared for winter with the grass hand scythed.

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**Financial Transactions**7.1 Payments to approve7.1.1 **Cheque / Direct Debit payments****Amounts paid**

B-Online – Internet provision Village Hall	32.34
Ecotricity – Vernon House electricity supply – due 20/10	95.97
GoCardless, York Wi-Fi Solutions – Village Hall internet maintenance	24.00
H3G – Internet provision – Vernon House	15.60

Monthly direct debit to E-On Sports Pavilion Electricity (A-CA601F36)	128.95
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
<b>Total Amount paid</b>	<b>£1,180.57</b>

7.1.2      **On-Line Banking payments**

**Amounts paid**

Clerk's Salary	916.42
Clerk's Expenses (Keyboard for laptop £37.99, Batteries £8.50)	48.27
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	31.19
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
AMS Heating – new shower installation at the Sports Pavilion	396.00
City of York Council – Waste collection Sports Pavilion	77.84
City of York Council – Waste collection Village Hall	84.60
G Edmondson – replacement of pipework at Vernon House	144.00
German Fisher – Acaster Lane allotments rent	72.50
HMRC – NIC costs for Clerk 3 Months payment	243.67
Refund to Cllr. Harrison – Waterproof sealant for mosaic	16.04
Refund to Cllr. Thornton – tabletop exhibition display boards	131.98
Refund to Cllr. Thornton –Sensory Garden mosaic construction items	12.61
Richard X – Bench repainting in Sensory Garden	126.50
Sports Turf Services (York) Ltd – grass cuts Ferry Lane	156.00
YEF – Annual subscription	20.00
York IT Services – repairs to Clerk's computer	131.93
Yorkshire Local Councils Association – Course fee, Cllr Harrison	105.00
On-line payment total	<b>3,552.05</b>
<b>Payment Total</b>	<b>£4,732.62</b>

7.2      **Income Receipts**

**Amounts Received**

Allotment rents for 2025	1,377.00
Precept – 2 <sup>nd</sup> Instalment	18,000.00
Vernon House income – September	402.00
Village Hall rental income	2,158.63
<b>Total Income</b>	<b>£21,937.63</b>

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

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**School Governors**

8.1      *Infants School* – Nothing to report.

8.2      *Junior School* – There is a review underway for the admission procedure to local secondary schools. These have been expanded to include Millthorpe School along with Tadcaster Grammer School and Fulford School in the Bishopthorpe catchment area.

- 25/185 9 **Gordon Watkins Community Award**
- 9.1 *Committee Report* – Cllr Thornton stated that the Bishopthorpe Facebook page did not share the Parish Council’s message regarding the award and an apology was issued for this oversight. Cllr Thornton proposed that the Parish Council grant Carole Green the Community Award in acknowledgement of her long-term community service, including her extended period on the Parish Council. The award consists of £250 and a certificate. This proposal was seconded by Cllr Jemison and approved unanimously.
- It was agreed the award will continue to be decided by the Parish Council at the October meeting annually.
- 25/186 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 25/187 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
- 11.2 *Mosaic repairs* – Nothing to report.
- 11.3 *Removal of hedge by neighbouring property* – The neighbour removed the adjoining hedge without prior consultation with the Parish or City Council or the Library. During a brief conversation with the owner of the property it was noted that there is an intention to replace it, although no timeline has been provided. Due to safety considerations, childminders are currently unable to use the garden.
- The removal of the hedge is considered a breach of the lease terms between York City Council as owners and the Parish Council as tenants. To ensure the garden is secure, the Parish Council agreed to install a new fence on Parish Council land. Cllr Thornton suggested requesting a contribution from the neighbour and offered to send a letter on behalf of the Parish Council. **Action Cllr Thornton.** Additionally, it was noted that the Northern Gas box has become exposed after the hedge was removed, and Cllr Johnson agreed to contact the Gas Company regarding this issue. **Action Cllr Johnson.** Cllr Harrison offered to obtain a quote for a fence to the height of the iron railings. **Action Cllr Harrison**
- Councillor Harrison additionally noted, under this agenda item, that the Bishopthorpe Organic Nursery has replanted the wooden barrels on Main Street with winter plants.
- 25/188 12 **Police Liaison**
- 12.1 *Ward Manager’s Report* – Cllr. George reported the total number of crimes reported for August 2025 are as follows: 6 Anti- Social Behaviour, 1 criminal damage /arson, 2 shoplifting, 1 vehicle crime and 6 violence.
- The local PCSO is to attend the Acaster Malbis Parish Council meeting in November and then will attend a meeting at Bishopthorpe Parish Council in the new year.
- 25/189 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Cllr. Harrison reported he attended a ‘Talking Tables’ training day, which was very useful. Yorkshire Local Councils Association annual fees going up by £49 in 2026.
- 13.2 *White Rose updates* – *Noted*

- 25/190 14 **Highway Matters**
- 14.1 *Celkom Transport Ltd Operations* – A resident reported that a Celkom lorry knocked down a wooden post on Sim Balk Lane. When the registration number and details were reported, Celkom disputed them. The resident chose not to pursue the matter with the police but informed the Ward Councillor.
- Cllr Nicholls, Ward Councillor, requested that the City of York Council implement Section 14 of the Highways Act 1980 to restrict Celkom lorries from passing through the village during school times. The City of York Council has not yet responded to this request. The Ward Councillor may consider raising a formal petition to address the issue further.
- Cllr Thornton left the meeting at 9pm.*
- 14.1.1 *Email from R Leathley regarding ‘Celkom Vehicle Movements Bishopthorpe’*  
– Noted
- 14.1.2 *Response from City Council Head of Highway Management to 14.1.1* – Noted
- 14.2 *Upcoming BT Openreach Works: Harcourt Close, De Grey Place and Wolsey Drive* – Noted
- 14.3 *No. 11 Bus Service and York Bus Forum* – Cllr Harrison attended a webinar on Transport and reported a new infrastructure is to be put in place by the City Council to address bus issues.
- 25/191 15 **Correspondence**
- 15.1 City of York not covered elsewhere
- 15.1.1 *Invitation to York Neighbours Big 10th Birthday Celebration* – Noted
- 15.2 Others
- 15.2.1 None
- 25/192 16 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:**
- It is hoped pot holes on Keble Park North will be repaired in the next financial year.
  - An inaugural meeting of the Community Transport Team will take place on the 17<sup>th</sup> November.
  - The ‘York’ sign has been cleared of weeds but now needs to be repainted.
  - The Ward Councillor has asked Yorkshire Water to tidy their building on Sim Balk Lane.
  - 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](mailto:cllr.mnicholls@york.gov.uk)
- 25/193 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- Cllr Nicholls gave his apologies for the November Parish Council meeting.
- 25/194 18 **Date and time of next meeting – Tuesday, 25<sup>th</sup> November at 7pm at Vernon House,**

Meeting closed at 21.05 pm