

**Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 25<sup>th</sup> November 2025 at Vernon House, Vernon Close, Bishopthorpe.**

*The Chair opened the meeting at 7.10 pm.*

**Council Members Present:**

Cllr. Harrison, Cllr. Jemison, Cllr. George, Cllr. Astbury, Cllr. Stephen, Cllr. Harlington and Cllr. Johnson.

25/195      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.*

25/196      2      **Apologies for absence.**

Cllr Thornton, Cllr Nicholls and Cllr Gajewicz.

25/197      3      **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda. Interests were declared by: Cllr Harrison item 5.1.5 and Cllr Jemison item 5.2.2

25/198      4      **Minutes of Meeting, 28<sup>th</sup> October 2025**

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

New Parish Councillor, Cllr. Harlington, was asked to join the Sports Pavilion Committee and Environment and Sustainability.

25/199      5      **Consideration of Planning Matters and recommendations of the Planning Group**

5.1      Notice of Applications received

5.1.1      **6 Temple Road.** First floor side extension and rear dormer. 25/02101/FUL.  
**No Objection**

5.1.2      **24 Croft Court.** Single storey side extension and enlarged canopy to front elevation. 25/01978/FUL. **No Objection**

- 5.1.3 **Meadow Court, Middlethorpe.** Fell one Lawson Cypress (T8) and remedial pruning of T1-T7 as per submitted specifications – tress in a conservation area. 25/02119/The Conservation Area **Decision left to City of York Council.**
- 5.1.4 **Bosun’s Restaurant, Ferry Lane.** Siting of five outdoor seating pods (retrospective). 25/02058/FUL **No Objection**
- 5.1.5 **May Cottage, 44 Main Street.** Single storey side and rear extension. 25/022105/FUL **No Objection**
- 5.1.6 **64 Montague Road.** Singles storey rear extension and dormer to rear. 25/02238/FUL **No Objection**
- 4.5.2 Notice of decisions given (Parish Council decisions are highlighted in red)
- 5.2.1 **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** Approved
- 5.2.2 **Home Farm Buildings, 81 Main Street.** Fell two Cherry Trees in Conservation Area. 25/01778/Tree Conservation Area. **No Objection** Approved
- 5.2.3 **48 Lang Road.** Single storey rear extension and replacement windows / doors throughout. 25/01748/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 – The meeting entered Part Two.*

Cllr George reported under regulation 5 of the Electronic Communications Code, notice has been given that two telecommunication poles will be erected in Keble Close and Lamplugh Crescent.

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## **Services**

### 6.1 Village Hall Management Committee

6.1.1 *Management Committee Report* – Before the meeting Cllr Thornton submitted the following report:

- Finding an affordable and suitable commercial cleaning company for the Village Hall has proven challenging. It was suggested the Parish Council consider hiring either a smaller company or a local individual to clean the main hall and downstairs toilets twice a week. The current Caretaker would remain responsible for cleaning all other areas, including the upstairs toilet. Users will be expected to tidy up after using the Village Hall. Scheduling a deep clean every 2–3 months would help maintain the building’s condition.

- The Village Hall roof is leaking, which may be caused by a blocked gutter.
- The water bill for the most recent quarter was £1,781, whereas previous quarters were typically about £200. This significant increase indicates an issue that needs attention and Councillor Thornton offered to contact the water company to investigate the cause.

6.2 Sports and Leisure Management Committee

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

- There has been no response from the building company.
- A joiner will carry out various indoor repairs over the Christmas holiday, with a total cost of £1.2k.
- Yorkshire Green Contracting has emailed the Parish Council expressing interest in tendering for grass cutting on the sports field. Councillor Johnson will retain their details and request a quote for comparison with current providers.
- The playgroup will replace the outdoor lighting during the Christmas break, at their own expense.
- Quickline has contacted the Parish Council to obtain permission to lay cables along Ferry Lane. However, it maybe that the Church Commissioners need to give permission, not the Parish Council, as they own land. Councillor Johnson will gather more information for discussion at the January meeting.

6.2.2 *Bishopthorpe Cricket Club – “Ferry Lane Multi-Sports Development”*

- A £20,000 application for multi-activity sports funding from the Mayoral Fund, will be submitted by Cllr Thornton before Christmas. If successful this would cover pre-planning application costs.
- Councillor Johnson will begin a review of the budgets.
- New plans have been created by the architect, with adjustments such as removing the curve in the building.
- No feedback has been received from the Scouts yet; Councillor Johnson will follow up with them.
- Councillor Harrison sent a request to the landlord regarding the planned changes on the cricket and football pitches. The landlord wants to review the plans before granting project approval.

6.3 Finance Committee

6.3.1 *Committee Report* – The Clerk and Chairman are presently examining the budgets for the upcoming year. Due to rising costs, it is expected an increase in the precept will be necessary.

**6.4 Leases**

6.4.1 *Sale of Field 84* – Councillor Harrison reported he has spoken with Mr Cook, who currently leases the field from the Parish Council and is now interested in purchasing it for expanded use. Mr. Cook has made an offer of £50,000 and additionally has agreed to cover the Parish Council’s legal expenses.

All matters relating to the sale will be managed through Ramsdens Solicitors. Councillor Harrison expressed a desire to retain the path along the side of the field and noted a portion of the land may remain under Parish Council ownership for this purpose.

**6.5 Youth Support and Children’s Recreation**

6.5.1 *Monthly Park inspection* – Councillor Stephen was responsible for the inspection bag last month and reported the following:

- The wooden borders, particularly those around the zip wire, are loose.
- There was little litter found during the month.
- One tree requires its support structure to be reattached.
- A phone charger was discovered in the park and Councillor Stephen has reported it on Facebook.

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

**6.6 Allotments**

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

- There are six people on the waiting list.
- Two people have been removed from the list due to lack of response to emails sent by Cllr George.
- One allotment has been swapped.
- Four allotments have recently been let.

6.6.2 *Asbestos sheet removal* – Cllr George reported the asbestos sheets have been removed by the specialist company.

**6.7 Senior Citizens Support, Vernon House and Accessibility Issues**

6.7.1 *Monthly Report* – Councillor Astbury is unsure if the drains have been fully repaired, since other repair work remains outstanding. A copy of the lease has been provided to the City of York Council, the landlord, along with requests for additional repairs. Councillor Astbury will keep following up with the City Council to make sure these repairs are completed.

**6.8 Web Site Management**

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

Cllr George recommended all Councillors change their email passwords. It was suggested the passwords should be at least 12 characters long, containing both capitals and symbols and should be 2 factor authorisation.

**6.9 Bishopthorpe Library**

6.9.1 *Monthly update* – Nothing to report.

- 6.10 Environmental and Sustainability
  - 6.10.1 *Monthly Report* – Nothing to report
  - 6.10.2 *Site visit invite: Community Energy North Yorkshire 26th November – Email from M Ahluwalia, Ashden* – Noted
  - 6.10.3 *Upcoming works at Naburn wastewater treatment site - chance to speak to project team, Wednesday 26<sup>th</sup> November* – Noted

- 6.11 Community Emergency Planning
  - 6.11.1 *Monthly Update* – Nothing to report
  - 6.11.2 *Reduce occurrence of flooding* – Cllr Harrison participated in a Yorkshire Local Councils Association training day recently where concerns about prolonged periods of rain and elevated water levels in Bishopthorpe were discussed. Yorkshire Water was asked to assess the situation to consider installing systems to reduce the chances of the village flooding and quoted a cost of £300,000 to do so; however, all that is required is a sump pump and someone to operate it.

The relevant information has been sent to a contact at the Yorkshire Local Councils Association for consideration.

- 6.12 Bishopthorpe Orchard
  - 6.12.1 *Committee Update* – Nothing to report

25/201     7     **Financial Transactions**

- 7.1 Payments to approve
  - 7.1.1     **Cheque / Direct Debit payments**
  - Amounts paid**
  - B-Online – Internet provision Village Hall 32.34
  - Ecotricity – Vernon House electricity supply 20/11 127.86
  - 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) 316.29
  - Monthly direct debit to E-On Village Hall Gas (A-724142FO) 619.54

<b>Total Amount paid</b>	<b>£1,264.58</b>
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- 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 66.31
- C Julie Bradley - Vernon House Caretaker 250.00
- C Julie Bradley - Vernon House Caretaker expenses 15.95
- C Henk – Sports Pavilion cleaning 120.00

C Henk – Sports Pavilion cleaning expenses	0.00
A Powell – Sensory Garden gate locking / unlocking charge	189.00
Allied Westminster – annual insurance Village Hall	3,861.92
Business Steam – Allotments, Appleton Road	14.69
Business Steam – Village Hall	1,781.68
Business Stream – Sports Pavilion	203.59
Business Stream – Vernon House	42.64
Dennis King Ltd – PAT test at Sports Pavilion	115.20
Gordon Watkins Community Award – Winner C Green	250.00
RD Tree Care & Gardening Services – Play Area	300.00
Refund of allotment fee to Claire Castro	15.00
Refund to Cllr Harrison – plants purchased for the Sensory Garden	57.89
Savills – Glebe sports field bi-annual rent to Church Commissioners	225.00
Signs Express – new Vernon House sign	45.60
Sports Turf Services (York) Ltd – Ferry Lane grass cuts	156.00
YLCA – course fee, Cllr George Allotments, Health & Safety	27.40
YLCA – course fee, Cllr George cyber security	10.00
Yorkshire Local Councils Association – Cllr George allotment course	27.40
On-line payment total	<b>9,129.19</b>
<b>Payment Total</b>	<b>£10,393.77</b>

7.2 **Income Receipts**

**Amounts Received**

Village Hall rental income	1,495.79
L Wakefield – use of Sports Pavilion field	36.00
Playgroup quarterly rent	1,300.00
Vernon House income	423.50
<b>Total Income</b>	<b>£3,255.29</b>

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

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**School Governors**

8.1 *Infant School* - Nothing to report.

8.2 *Junior School* – Nothing to report.

25/203 9

**Gordon Watkins Community Award**

9.1 *Committee Report* – Carole Green has received the 2025 award, which will be presented at a meeting for Link Magazine volunteers at Vernon House in January: the Parish Council is invited. The event will take place on January 26<sup>th</sup> at 2pm.

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**Pinfold**

10.1 *Committee Report* – Nothing to report.

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**Sensory Garden**

11.1 *Committee Report* – Flowers have been removed and the raised areas have been replanted with spring bulbs.

11.2 *Mosaic repairs* – Nothing to report

- 11.3 *Removal of hedge by neighbouring property* – A formal letter will be sent to the homeowner who removed the Sensory Garden hedge in the Conservation Area without obtaining permission. The Parish Council has maintained the hedge for many years and its removal has left the garden insecure. The homeowner will be requested to install a fence and replant a new hedge on the Sensory Garden side.

25/206 12 **Police Liaison**

- 12.1 *Ward Manager's Report* – Cllr. George reported the total number of crimes reported for September 2025 are as follows: 5 Anti- Social Behaviour, 1 shop lifting and 7 violence.

25/207 13 **Local Council Association**

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

- 13.2 *White Rose updates* – Noted.

25/208 14 **Highway Matters**

- 14.1 *Celkom Transport Ltd Operations* – A letter from the Office of the Traffic Commissioner was received stating passing traffic does not fall within their jurisdiction; instead, it is under the authority of the local highway or local council. The matter was referred to the City Council and when asked to do so, the Council declined to implement Section 14 temporary traffic regulations. The issue will be followed up.

The wooden bollards at the bottom of Sim Balk Lane have been damaged by a truck owned by Celkom Transport Ltd. but the company will not accept responsibility for the repair. The villager who witnessed the damage does not wish to report the matter to the police.

- 14.2 *Annual Review of Traffic Restrictions Statutory Consultation* – Noted

- 14.3 *National Highways update: Lighting upgrades A64 York and North Yorkshire* – Noted

- 14.4 *Consultation launches on Rougier Route – a better way through York* – It is understood this project will cost the City Council at least £2m and the Councillors questioned its potential effectiveness at improving the traffic flow through the city. However, Cllr Harrison commented if First Bus 11 were to terminate in the city centre this may have the effect of improving the service's reliability in Bishopthorpe.

25/209 15 **Correspondence**

- 15.1 City of York not covered elsewhere

- 15.1.1 *Adoption Notification: City of York Community Infrastructure Levy (CIL)*.  
Noted

- 15.1.2 *Ward Boundaries* – Noted

- 15.2 Others

- 15.2.1 *Mayor David Skaith commits to delivering safe places for all as he publishes his first Fire and Rescue Plan* – Noted

- 15.2.2 *Email from M Furnass, Quickline regarding Coggan Way* – Noted

- 15.2.3 *Email from B Hagger, Parish Councillors working together* – Noted

25/210 16 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:**

- The consultation on the changes proposed to the centre of York traffic / bus flow have gone live. It is also a chance to comment on First Bus 11. Posters, flyers and Facebook notices have been put up by Cllr Nicholls.
- Cllr Nicholls has asked if there are any objections to the proposed yellow lines on Copmanthorpe Lane where it butts on to the Newlands/Bridge Road junction, and the proposal for The Courtyard. The proposal for Copmanthorpe Lane will go to the executive member in the New Year for a decision. The Courtyard should go ahead in the New Year.
- The Saturday leaf picking event went well around Vernon Close but there is a lot more to do on the kerb sides. The Ward Councillor thanked Cllr. Johnson for his contribution on the day removing leaves around the school.
- The next ward meeting will be on January 29<sup>th</sup> with City Council’s Kate Ravilious attending to talk about buses and the 20mph buffer. The Bishopthorpe PCSO and a representative from the Environment Agency will attend the meeting along with the Ward Councillor.
- A grant from the ward budget has been approved for the Bishopthorpe Cricket Team to support children and women’s involvement in the club.
- 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](mailto:cldr.mnicholls@york.gov.uk)

25/211 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Brigadier John Bettridge CBE passed away recently at the age of 93. John lived in Bishopthorpe until recently and made a great contribution to the village. Through John’s involvement in the Millennium Trust he initiated the creation of the Sensory Garden on Main Street and the redevelopment of the Pinfold. John was also involved in establishing the ‘Bishopthorpe’ boundary signs on all four corners of the village and he played an important part in establishing the Millennium Youth Award. John made a difference to the village and the Parish Council will be forever grateful for his efforts.
- Cllr George reported he is still chasing replacement defibrillator pads.

25/212 18 **Date and time of next meeting – Tuesday, 20<sup>th</sup> January 2026 at 7pm at Vernon House.**

Meeting closed at 20.21 pm