

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 25th August 2026, held at the Village Hall, Main Street, Bishopthorpe.

The Chair opened the meeting at 7.00 pm.

10 parishioners attended the meeting.

Parishioners' points raised:

Cathy Bristow requested permission to clear the square by the cycle track near Copmanthorpe Lane. Permission was granted.

Abbie North raised several points mainly around the Land Registry application from the council, the quorate status of the council and the council's involvement in the eviction of boats from the riverbank. The Chairman responded that these emails had been received by the council and would be dealt with in due course. Matters regarding the riverbank are now in the hands of the council's solicitors.

The parishioners stayed to observe the August Meeting.

Council Members Present:

Cllr. Astbury, Cllr. Christian, Cllr. George, Cllr. Harlington, Cllr. Jemison, Cllr. Johnson, Cllr. Linfoot and Cllr. Nicholls

26/137 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.

- 26/138 2 **Statement re Constitution and Monitoring Officer** - The query regarding the composition of the Parish Council was referred to the monitoring officer and advice sought from NALC. Following responses, it is determined that the four councillors reappointed uncontested at the elections dated 4th May 2023 (Jemison, Nicholls, Astbury and George) constitute a quorum and the four councillors co-opted according to custom and practise and in good faith in respect of sole candidates were lawfully appointed. In line with current best practice, it is proposed that the appointment of the latter four councillors: Johnson, Harlington, Linfoot and Christian be ratified by resolution at this meeting. In future Co-option will be undertaken in accordance with the Co-option policy to be considered later in this meeting'

It was resolved to ratify Councillors Christian, Harlington, Johnson and Linfoot as co-opted members of the council

- 26/139 3 **Election of Chair - It was resolved to elect Cllr. Johnson as the Chair**
- 26/140 4 **Vice-Chair – It was resolved to elect Cllr. Nicholls as the Vice-Chair**
- 26/141 5 **Parish Clerk – Following an induction it was resolved to appoint Mrs June Perrin as the Parish Clerk. It was also resolved to purchase a new Printer/Scanner at a cost of £306.94**
- 26/142 6 **Apologies for Absence – None**
- 26/143 7 **Declarations of Interest – None**
- 26/144 8 **Minutes of Meeting, 28th July 2026**
- It was resolved to Accept the minutes of the Ordinary meeting of the Parish Council July 28th, 2026.** The minutes were signed by the Vice Chairman.
- 26/145 9 **Draft New Co-option Policy – It was resolved to accept the Co-option Policy.**
- 26/146 10 **Co-option Elections –** there were initially five candidates for two vacancies. The candidates in attendance were invited to give a two minute presentation to the meeting, whilst other candidates left the room. One candidate who could not attend had sent a written presentation in advance of the meeting. One candidate during their two minutes stated they no longer wished to stand as they did not trust the council to act legally. There were four candidates considered in the voting. **After the vote It was resolved that Stephen White and Kim Stephens be co- opted as Councillors for Bishopthorpe Parish Council.**
- 26/147 11 **Consideration of Planning Matters and recommendations of the Planning Group**
- 11.1 Notice of Applications received
- 11.1.1 **Ramsey Avenue.** Single Storey rear extension. Mr Ken Johnson 26/01461/FUL **No objections**
- 11.1.2 **Barbank House 1 Croft Court.** First floor side extension, single storey side extension and erection of detached outbuilding to front. E & O Gardiner. 26/01312/FUL **No objections**
- 11.1.3 **Meadow Court, Middlethorpe.** Reduce canopy of 1no. Sycamore tree tending over the neighbours drive to the east by 1.5 to 2 metres and reduce canopy tending toward the west by 1.5 - 2 metres. Tree works in a Conservation Area. Mr James Philpott. 26/01403/TCA **No objections**
- 11.2 Notice of decisions given (Parish Council decisions are highlighted in red)
- 11.2.1 **Application at: 46 Copmanthorpe Lane Bishopthorpe York YO23 2QR.** For: Two storey front extension By: Mr and Mrs Conroy, Application Ref No: 26/01152/FUL Approved with conditions **No objections**
- 11.3 Large Householder Extension Notifications
- 11.3.1 None
- 11.4 Other Planning Matters

- 11.4.1 *PROW – Section 53 Wildlife and Countryside Act 1989 – Application to record a public footpath from Chantry Lane, Bishopthorpe to Ferry Lane, Bishopthorpe – No action to date, Cllr Christian still to catch up re the gate*

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Services

12.1 Committee Structure

Cllr. Johnson proposed some changes to the committee structures. **It was resolved to adopt the new committees with the change to keep the Sensory Garden and Pinfold separate. It was resolved to add Kim Stephen to the new structure on Vernon House and the Play area. It was resolved to add Stephen White to the Property Committee and for him to replace Cllr Johnson on the Planning and Highway Committee**

12.2 Village Hall Management Committee

12.2.1 *Management Committee Report* – Cllr. Harlington reported everything seems to be running smoothly.

12.2.2 There are one or two things which Cllr Harlington will take up with the Caretaker: Booking system problems, equipment being stored by someone no longer using the hall and non-hall users using the car park. **Action Cllr. Harlington**

12.3 Sports and Leisure Management Committee

Management Committee Report

12.3.1 The hedges to Acaster Lane and Ferry Lane were trimmed on 12th/13th August by Branch to Branch. Consideration of a more substantial cut along Acaster Lane should be given in the autumn

12.3.2 Quotations for roof inspection and repair of £150 had been received from Simon Sykes and it was resolved to accept this quote. A quote for replacement of the five-bar gate adjacent the pavilion had been received for £545 – **It was resolved to accept the quote for the gate.**

12.3.3 Grass cutting will move to a winter regime at the end of September

12.3.4 A meeting with the cricket club to discuss alternative development plans following the unsuccessful MAS bid will be held in October

12.3.5 A users group meeting will be held in mid-September when the new pre-school manager is in post. Action – Bev Linfoot

12.4 Finance Committee

Committee Report

12.4.1 Nothing to report

12.4.2 Scribe Software – Discussion was held on the merits of the system. It was felt it would be beneficial for finance and allotments but not a certainty for bookings. Cllr. Harlington will have a chat with the Village Hall Caretaker who manages bookings before any decision was taken on that section. **It was resolved to proceed with Scribe for Accounts and allotments at a cost of £1,167 set up and £72 monthly. Action Parish Clerk and Cllr. George**

12.5 Property

12.5.1 Cllr. Johnson and Cllr. Jemison had worked on assessing all the council's property holdings. It was a work in progress and will be presented when completed.

12.5.2 **Field 84**
Cllr Johnson had prepared the latest update on Field 84 a copy of the report is attached to the minutes.

12.5.3 Cllrs Johnson and Christian met Mr Phil Cook on 16 August when Field 84 was looked at briefly.

The possibility of ditch works this autumn was raised with Mr Cook as previously referred to in July. Mr Cook did not want to commit to any works until the land registration issue is sorted. Long term future use of the field would obviously be discussed and agreed by the PC once current issues with registration are resolved.

12.6 **Youth Support and Children's Recreation**

12.6.1 Cllr Christian reported that he had inspected the play area on 2nd, 8th, 15th, and 22nd August.

Normal amounts of rubbish

Numerous rails have come loose during the month. These are stacked against boundary fence, and removal should be arranged ASAP as potential hazard.

A large lump of concrete and attached steel bar have become exposed in sandpit. This was cordoned off with hazard tape and barrier on 2nd August. It does not appear structural, and arrangements should be made to have it assessed and removed. Cordon has remained in place over course of month.

12.6.2 Playdale had been paid 50% of their invoice and work would commence in October.

12.6.3 Cllr. George reported he was still awaiting quotes for re-surfacing

12.7 **Allotments**

12.7.1 *Monthly Report* – Cllr. George reported there are ten people on the waiting list. Five for each site.

12.7.2 Cllr. George will work with the clerk in adopting Scribe for the allotments.

Cllr George advised that invoices for allotments would be issued on the 1st September. It was agreed that the charges would remain the same for this year but Cllr George and Christian would undertake a review of charges to apply from September 2027. Action George and Christian

- 12.8 Senior Citizens Support, Vernon House and Accessibility Issues
- 12.8.1 *Monthly Report* – Cllr. Astbury reported that York Council will not undertake any work on the toilets as it would cost them in the region of £20,000. Reasons given were under utilisation, the peppercorn rent would need to be increased substantially and that they had other priorities for funding. Cllr. Johnson asked if Cllr. Astbury could supply a list of what needed doing so local quotes could be sought. **Action Cllr. Astbury**
- 12.8.2 Cllr Astbury reported Vernon House would not be suitable for children's parties due to Health and Safety re stacks of chairs, space etc.
- 12.9 Web Site and IT Management
- 12.9.1 *Monthly Report* – Cllr George reported the website is up to date.
- 12.9.2 A Draft Facebook policy was presented for consideration. **It was resolved to adopt the policy with one change to review annually.** Discussion was held on the use of the official Facebook page and it was agreed it should be used for good news as well as official business.
- 12.10 Bishopthorpe Library
- 12.10.1 *Monthly update* – Cllr Nicholls reported that the Library is currently running a reading month for children
- 12.11 Environmental and Sustainability
- 12.11.1 *Monthly Report* – Nothing to report
- 12.11.2 Bishopthorpe Orchard – Cllr Christian reported the annual scything has continued and some apples are ready.
- 12.11.3 Riverside Property - Cllr Christian has contacted the Chair of York District Amalgamation of Anglers regarding fishing peg costs and is awaiting a response.
- 12.11.4 Discussion was held on the request to ban helium balloons. Cllr. Christian highlighted the environmental issues. It was decided the PC could not police this with an outright ban but would highlight to any users the reasons they should consider not using them and adding a link in a prominent place to information on the effect on the environment. **Action Cllr. Harlington**
- 12.12 Community Emergency Planning
- 12.12.1 *Monthly Update* – Nothing to report

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Financial Transactions

- 13.1 Payments to approve
- 13.1.1 **Cheque / Direct Debit payments**
- Amounts paid**
- | | |
|--|--------|
| B-Online – Internet provision Village Hall TBC | 0.00 |
| Ecotricity – Vernon House electricity supply | 123.44 |
| GoCardless, York Wi-Fi Solutions – Village Hall internet maintenance | 24.00 |

H3G – Internet provision – Vernon House	16.50
Monthly direct debit to E-On Sports Pavilion Electricity (A-CA601F36) TBC	0.00
Monthly direct debit to E-On Village Hall Electricity (A-BB34F196) TBC	79.20
Monthly direct debit to E-On Village Hall Gas (A-724142FO) TBC	0.00
Total Amount paid	£243.14

13.1.2 On-Line Banking payments

Amounts paid

Clerk's Salary	941.72
Clerk's Salary HMRC – July/Aug	349.19
Clerk's Expenses – Printer	306.94
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	0.00
C Julie Bradley - Vernon House Caretaker	290.00
C Julie Bradley - Vernon House Caretaker expenses	0.00
C Henk – Sports Pavilion cleaning	140.00
C Henk – Sports Pavilion cleaning expenses	0.00
Dusk till Dawn – Village Hall Cleaning	180.00
Playdale Playgrounds	589.96
York Elevator Services	336.00
Yorkshire Local Councils Association – Clerk Induction	47.00
Yorkshire Local Councils Association – RFO Webinar	37.60
Cllr. Johnson – Sports Pavilion roof cleaning	710.64
Cllr. Johnson – Branch by Branch hedge cutting Cricket pitch	490.45
SC Services - installing new mosaic Sensory Garden	940.00
Stewart Harrison – Plants for Village Planters	167.60
Johnson Joinery – repairs at Cricket Pavilion	345.00

On-line payment total	£6,309.60
Payment Total	£6,552.74

13.2 Income Receipts

Amounts Received

Village Hall rental income	794.000
Bishopthorpe Pre School Playgroup	0.00
Vernon House	453.50
Total Income	£1,247.50

Approval of financial transaction proposed by Cllr. George. This was seconded by Cllr. Jemison and agreed unanimously.

Liaison

14.1 *Infant School* – Schools Closed - nothing to report

14.2 *Junior School* – Nothing to report.

- 14.3 *Police Liaison - Ward Manager's Report* – Cllr. George reported the total number of crimes reported for June 2026 amounted to 9 in total (9 in Copmanthorpe as a comparison) which can be broken down as follows: 2 Anti- Social Behaviour, 2 for public order, 2 for violence and sexual offences and 3 for all other crime.
- 14.4 *Highways – York Bus Forum Members* – minutes circulated, a replacement for Stewart Harrison will be deferred to the next meeting
- 26/151 15 **Gordon Watkins Community Award**
- 15.1 *Committee Report* – The process for nominations remained outstanding. It was agreed that this item be revisited later in the year.
- 26/152 16 **Pinfold**
- 16.1 *Committee Report* – Nothing to report
- 26/153 17 **Sensory Garden**
- 17.1 *Committee Report* - the new mosaic has been installed and sections of the old mosaic retained for possible incorporation elsewhere in the garden. **It was resolved to pay £940 for the installation of the new mosaic**
- 26/154 18 **Local Council Association**
- 18.1 *White Rose updates* – Nothing pertinent to report
- 26/155 19 **Correspondence**
- 19.1 City of York not covered elsewhere
- 19.1.1 None.
- 19.2 Others
- 19.2.1 FOI requests from Abbie North for Land Registry Application and various minutes. The Parish Clerk had forwarded the Land Registry Application and was arranging for Ms North to access the minutes.
- 26/156 20 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:**
- 20.1 Talks were being held on implementing the changes to speed limits in steps into the village and this was looking promising. Cllr Nicholls was still pursuing this.
- 20.2 Cllr. Nicholls updated the council had been approached on the double yellow lines and although he had been promised this was noted he will continue to push until it is done.
- 20.3 There was also a report of ebikes going on the rail tracks, York Council would be approached to see if anything could be done. **Action Cllr. Nicholls**
- 20.4 Cllr. Nicholls will try and ascertain who runs the parking for Vernon Court. He felt if school staff could park there it would help parking on School Lane. **Action Cllr. Nicholls**
- 26/157 21 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**
- 21.1 A draft of the Annual Parish Meeting had been circulated to consider publishing the draft. **It was resolved (with one minor amend regarding several parishioners**

objecting to the fee increases at Vernon Hall) that the drafts should be published.

26/158 22 **Date and time of next meeting – Tuesday, 22nd September 2026 at 7pm at the Village Hall**

Meeting closed at 20.50 hours.