BISHOPTHORPE PARISH COUNCIL

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 22nd September 2026, held at the Village Hall, Main Street, Bishopthorpe.

The Chair opened the meeting at 7.00 pm.

3 parishioners attended the meeting.

Parishioners' points raised:

One parishioner requested that when people are mentioned in publications that surnames are clearly shown as she had been mistaken as the new clerk. It was noted.

The same parishioner asked for clarification on what a wind phone was, it was clarified it is a phone that is situated somewhere publicly. It is not connected but people in grief find comfort from talking into it to loved ones who have passed away.

A parishioner also asked if it was necessary for the bus stops to have a push button for the times to be read out. It is very annoying for the residents with windows nearby who have to listen to it constantly. These are the responsibility of the bus company but Cllr Johnson will have a conversation with First Buses.

The parishioners stayed to observe the September Meeting.

Council Members Present:

Cllr. Astbury, Cllr. Christian, Cllr. Harlington, Cllr. Jemison, Cllr. Johnson, Cllr. Linfoot and Cllr. Nicholls, Cllr. Stephen, Cllr. White

26/159 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.

26/160 2 **Apologies for Absence –** Cllr. Ian George

26/161 3 **Declarations of Interest –** None

26/162 4 **Minutes of Meeting, 25th Aug 2026**

It was resolved to Accept the minutes of the Ordinary meeting of the Parish Council 25th August, 2026. The minutes were signed by the Chairman.

26/163 5 Consideration of Planning Matters and recommendations of the Planning Group

5.1 Notice of Applications received

5.1.1 **Ferry Lane.** Tree work to Horse Chestnut Tree. Protected by Tree Preservation. 26/01567/TPO. No Objections

5.1.2 **48 Main Street.** Single Storey Front Extension. 26/01656/FUL. No objections

5.2 Notice of decisions given *(Parish Council decisions are highlighted in red)*

5.2.1 **14 Garbett Way.** Single storey rear extension, porch to front and enlargement of rear dormer 26/00973/FUL Approved with conditions

5.2.2 **St Andrews Church.** Tree works in a conservation area. Approved with no tree preservation order.

Mill House, Moor Lane – Conversion of detached building to ancillary annexe and side dormer 26/01330/FUL 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* – Discussion was held on how to gather information from people who had used the footpath over the last 20 years. It was suggested to create a form and map for people to both download and collect from the Village Hall at certain times. Cllr. Jemison would see if he still had the information from previous surveys. **Action:** Cllr. Jemison

Cllr Christian was suggested to contact St Andrews to discuss the position. **Action** Cllr. Christian. This would be reported back at the next meeting and then the next steps discussed.

At this point the meeting was interrupted by a Parishioner who was reminded that members of the public must not comment or give their opinion during council business.

26/164 6 **Services**

Village Hall Management Committee

6.1 6.1.1 *Management Committee Report* – Cllr. Linfoot reported everything seems to be running smoothly.

Some debris near the rear fire exit needs clearing and a ladder needs securing against the wall. Cllr Johnson suggested Cllr Linfoot approach Simon Sykes to assist

Cllr Johnson had been unable to obtain a quote for the repair to the front door canopy from existing contractors and alternatives will need to be found

The 2026 pantomime is going ahead and dates will be confirmed and any adjustment to other users' arrangement discussed with Mel McPherson.

6.2 Sports and Leisure Management Committee

Management Committee Report

6.2.1 The new gate to the field has been installed

6.2.2 The new electric water heater to the disabled toilet is being fitted this week
Work to the roof remains outstanding and Simon Sykes will attend as he is back from holiday

6.2.3 A request had been received to supply toilet tea, coffee, toilet rolls, hand towels, and a female sanitary bin. Cllr Johnson cautioned that this was not a new item and determining use between groups was difficult and not something the PC could manage. The provision of a sanitary bin would require special collection and disposal. No decisions taken at this point until costs can be determined.

6.2.4 Sealant is required around the showers

6.2.5 PAT testing also needs to be carried out

6.3 Finance Committee

Monthly Report

6.3.1 Nothing to report

6.3.2 Scribe Software – This had been ordered. Initial information required by Scribe had been received and the clerk was progressing this. As it is being installed part way through the year there is quite a lot of work required.

6.3.3 Allotments – The annual invoices had been issued and a review of cost and income would be looked at in ample time for next year's renewals. The clerk thanked Cllr. George for the work he had done in gathering email addresses, this would be most useful moving forward

6.3.4 Clerk Stationery Budget – It was resolved to allocate a £100 budget to the clerk for small stationery purchases

6.3.5 It was reported that the bank mandate needed changing to reflect the new Chairman:

It was **RESOLVED** to:

- Add Robert Johnson, Chairman as an authorised signatory.
- Authorise the Clerk to complete and submit the updated bank mandate to National Westminster Bank.

The resolution was **proposed by** Cllr. Ian Jemison, **seconded by** Cllr. Steve White, and **carried unanimously**.

6.3.6 It was noted the meeting to inspect the accounts had not yet been re-arranged.

6.4 Property

6.4.1 Cllr. Johnson, Cllr White and Cllr. Jemison were continuing to work on the current position of all held properties, leases etc. It was still a work in progress but Cllr Johnson noted that;

1. The lease for Vernon House has expired and Cllr Astbury is liaising with CoYC to determine their position on renewal and undertaking some refurbishment.
2. The leases for the cricket field and pavilion / carpark expired in 2018 and we are rolling over. Cllr White will explore with the freeholder their appetite for an extended new lease. Absence of a long lease will probably hinder any plans for the development of additional cricket / community facilities.
3. The lease for the football pitches expires in 2030 and a similar longer term lease renewal will be explored. There does not appear to be any formal consent from the freeholder for the orchard. The wording of the lease needs to be clarified to ascertain if this is an issue.
4. Cllr White is progressing a tenancy with the playgroup through to July 2027 and examining the rates payable.
5. St Andrews Bishopthorpe Trust has identified a possible boundary issue between the two respective possessory titles and a consequent impact on the Loftus lease. Exchanges with the LR for clarification are in hand.
6. The Ordnance survey of the area around Field 84 and riverbank has been received and the LR have confirmed that the area to the west of the mature treeline to the rear of the riverbank is part of the 1987 conveyance and will be registered as PC unequivocal freehold. The OS survey has also defined the area of our possessory title claim, and this is now being reviewed by the LR.

   Given the result of the OS survey an AP1 is being prepared to amend the leasehold registration plan (NYK366227) to reflect the full scope of the lease.

   Our lawyers are reviewing all the documentation we have now provided to them in respect of the land claimed by a third-party in an email dated 17th May 2026.An email has been sent to the third-party claimant on the 7th September 2026 noting the recent construction of a platform on the riverbank and asking for its removal along with the boat and pontoon.

   Given the establishment of unequivocal title for the 1.548 acres comprising Field 84 quotations are being obtained for the demarcation of the PROW footpath and installation of a gate adjacent to Field 85 (Feoffes). Arrangements with Feoffes and Annotson for access across the PC land will now be put in place for authorised vehicles.

Cllr Christian wished it to be minuted that it was appreciated the huge amount of time Cllr Johnson has put in to help with the property portfolio.

6.5 Sports and Leisure Management Report

6.5.1 Cllr Stephen had only recently joined the committee for the playground and as such was familiarising herself. She had seen the annual inspection which she felt was very comprehensive. Nothing major was required just some minor items which would cost approximately £1,200 this work is planned for w/c 5th October

On the 28th September the work to the trees and hedges around the playground will be undertaken at the cost of £560

A quote of £16,000 had been received to change the surfaces under the play equipment to a more durable synthetic surface instead of bark. This quote excludes any ground works and therefore a full replacement cost is likely to be between £25-30k. Another quote will be sought.

Discussions were held on the sandpit re hygiene but it was still used by smaller children. Cllr Astbury and Stephen will consider if other options might be more suitable
Cllr. Astbury and Cllr Stephen intend to visit other playgrounds for ideas on any improvements that could be made.

Cllr Christian suggested crowd funding may be a good idea for improvements.

Allotments

6.6 6.6.1 *Monthly Report* – Cllr. George reported there are ten people on the waiting list (5 for each site).
1 plot may be split into two at Acaster Lane.

Invoices for the next year had been issued

It was agreed that Cllr Christian and Cllr George would look generally at allotment management and the current economics of them before bringing forward any recommendations for 2027

Senior Citizens Support, Vernon House and Accessibility Issues

6.7 6.7.1 *Monthly Report* – Cllr. Astbury reported that York Council will be attending on Thursday 6th December to offer free slippers to residents over 60 years old.

It was confirmed current usage of Vernon House is only 12.5 hours a week by 5 groups. Cllr. Astbury is waiting to hear back from City of York Council in respect of lease renewal and maintenance issues before she presents the costings for the running of Vernon House.

Web Site and IT Management

6.8 6.8.1 *Monthly Report* – Cllr George reported the website is up to date. The Sensory Garden update had been added and he requested the names of contributors who help with the garden. It was however established many volunteers did not wish to be named. Cllr George to discuss with

Sandra Harrison how acknowledgement is best communicated as she hold the list from the festival when most contributions were made.

Cllr George was open to any suggestions for additions or improvements to the site.

6.9 Sensory Garden and Pinfold

6.9.1 *Monthly update* – Cllr Linfoot reported the volunteers are happy to continue helping with planting and tidying. Cllr Linfoot and Cllr Astbury had made a donation to assist with the purchasing of bulbs. A small contribution would be made for plants (this had been approved at a previous meeting). Thanks are extended to all the volunteers who help.

6.10 Environmental and Sustainability

6.10.1 *Monthly Report* – Cllr Christian had responded to the enquiry regarding use of helium balloons

6.10.2 Bishopthorpe Orchard – Cllr Christian reported it was now being laid to rest for the winter with just one or two more mowings required. Most of the fruit had been taken.

6.10.3 Riverside Property - Cllr Christian had a reply from the Chair of York District Amalgamation of Anglers regarding fishing peg costs. The costs would be approximately £1,100 per platform plus planning permission fees. Making a total of £5 to £6,000 for the 4 pods.

6.10.4 Wind Phone – the council had been approached to consider a Wind Phone. The main concern was vandalism if placed in too public an area. Cllr Astbury agreed to take this forward by talking to the church for possible siting and the person who had approached the council initially.

6.10.5 Cllr Christian felt there may be funding available from the Heritage Fund. He will look into the details for the next meeting.

6.11 Community Emergency Planning

6.11.1 *Monthly Update* – Nothing to report

26/165 7 **Financial Transactions**

Payments to approve

7.1.1 **Cheque / Direct Debit payments**

Amounts paid

B-Online – Internet provision Village Hall	40.14
Ecotricity – Vernon House electricity supply	196.42
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)	212.18
Monthly direct debit to E-On Village Hall Electricity (A-BB34F196)	153.27
Monthly direct debit to E-On Village Hall Gas (A-724142FO)	611.82
Total Amount paid	**£1,254.33**

7.1.2 **On-Line Banking payments**

Amounts to be paid	
Clerk's Salary – Aug includes 20 hours for July	941.72
Clerk's Salary – Sept	707.92
Clerk's Expenses – printer	306.94
Clerks Expenses – Stamps allotment invoices	91.00
M Haynes - Village Hall Facilities Manager Aug	437.50
M. Haynes – Village Hall Facilities Manager Sept	437.50
C Julie Bradley - Vernon House Caretaker Aug	290.00
C Julie Bradley - Vernon House Caretaker Sept	290.00
C Henk – Sports Pavilion cleaning Aug	140.00
C Henk – Sports Pavilion cleaning Sept	140.00
Dust till Dawn – Village Hall Cleaning Aug	180.00
Dust till Dawn – Village Hall Cleaning Sept	180.00
York Elevator Services Ltd - Service	336.00
York Elevator Services Ltd - Repairs	360.00
Yorkshire Local Councils Association – Clerk Induction	47.00
Yorkshire Local Councils Association – RFO Webinar	37.60
Cllr. Johnson – Branch by Branch Cricket Pitch hedge trimming	490.45
SC Services - installing new mosaic Sensory Garden	940.00
Stewart Harrison – Plants for Village Planters	167.60
Johnson Joinery – Repairs at the Cricket Pitch	545.00
Andy Powell – 28/5/2026- 24/9/2026 Gate opening and closing sensory garden	357.00
Parish Online – IT services annual Website and workplace	596.40
Sports Turf Services – Grass cutting field	78.00
SC Services – Playground Rail repairs	560.00
On-line payment total	**£8,657.63**
Payment Total	**£9,911.96**

Income Receipts	
Amounts Received	
Village Hall rental income	841.70
Bishopthorpe Pre School Playgroup	1350.00
Vernon House – Aug/Sep	946.00
Allotments	1,175.00
2nd Instalment of Precept	19,500.00
Total Income	**£23,812.70**

It was resolved to accept the payments.

Discussion was held on the bank balances and budgets would need to be visited to establish funding available to the council until April 2027. There will be a Finance Meeting to look at budgets.

26/166 8 **Liaison**

8.1 *Infant School* – Cllr Nicholls advised that there were no grounds to the rumours of closure.

8.2 *Junior School* – nothing to report

8.3 *Bishopthorpe Library* – There will be a murder mystery event in October. The librarian will be approached to see who owns the planters and asked where the salt bin has gone.

8.4 *Ward Committee* – on 30th September there will be some road closures from the Palace to Pinfold Lane for the Rob Burrows Charity event.

Cllr Nicholls had 290 Signatures on his petition to ban HGV's during school opening and closing times, he is keeping the petition going and urges people to sign it.

There will be a no through road sign going up at the end of Chantry Lane to stop traffic as Sat Navs seem to be sending vehicles that way.

Cllr Nicholls had approved the purchase of a laptop for the History Group as it was a valuable addition to the community.

Hedge trimming was discussed across the parish, it is the City of York Council responsibility but Cllr Nicholls will chase the list of problem hedges compiled buy the CoYC caretaker team. For private residents it had been suggested the residents to be politely requested to consider trimming their hedges.
Cllr Nicholls will ask the caretaker team for a copy of his list from when he did the inspection in July.

8.5 *Police* – Cllr. George reported that at the time of his report the July figures had not been posted. Cllr Nicholls reported it was best not to contact the local PCSO personally (if she was away or busy it may not be dealt with immediately). Instead, it was advised to contact the police directly on 111.

8.6 *Highways – York Bus Forum Members* – minutes circulated, a replacement will not currently be made for Stewart Harrison but minutes will be monitored by all

8.7 *City of York Council Liaison* – Nothing to report

8.8 *Yorkshire Local Councils Association*- Nothing to report

8.9 *White Rose Updates – received and noted*

26/167 9 **Gordon Watkins Community Award**

9.1 Nominations would be sought for the award. Information should be put on the website and Facebook. Cllr Johnson will put something in the link magazine.

26/168 10 **Correspondence**

10.1 *City of York not covered elsewhere* – None

10.2 *Other – Defibrillator checking* – Cllr. Astbury reported Vernon House and Middlethorpe Hall had been done and it will be confirmed with Cllr. George that the Village Hall and the Scouts Hut had been done.

26/169 11 **Any Other Business -** None

26/170 12 **Date and time of next meeting – Tuesday, 27th October 2026 at 7pm at the Village Hall**

Meeting closed at 20.18 hours.

PART TWO

Discussions were held on the position with the solicitors re the Riverbank. At this stage there were no decisions or resolutions needed. The legal team will continue their work.