

Minutes of the Parish Council meeting held at 7.00 pm on Tuesday 28th July 2026, held at the Village Hall, Main Street, Bishopthorpe.

The Chair opened the meeting at 7.00 pm.

6 parishioners attended the meeting.

Parishioners' points raised:

Alison Rutter said she had volunteers willing to help with the raised beds adjacent to the library as they had become unsightly. The parishioner was thanked and this was approved with the agreement to make a small budget available for any incidentals incurred.

Morwenna Christian reported on Field 84: In May this year I met the site manager of Bosuns and got permission for volunteers to pull Himalayan Balsam in Field 84. This is an invasive non-native species and it had completely taken over the woodland, making it inaccessible and shading out native plants. Altogether, 8 volunteers (all Bishopthorpe residents) have spent a total of 50 hours over 9 weeks pulling HB from all of the field. We also collected and removed 7 bags of rubbish. A post on the Bishopthorpe Community Facebook page about this has attracted more than 70 likes, so it's clear there is positive support from the village.

On 20 July I arranged for Rachael Hanks from the Environment Team of CYC to come to Bishopthorpe and give induction training on HB pulling and litter picking. 10 people attended, including Cllr Christian and myself. This means that we are now all signed up to the CYC volunteer register and we are covered by CYC's extended employees liability insurance for volunteer work on public land. Rachael confirmed by email that this includes Parish Council land.

Less positive news is that whilst pulling HB, I discovered 2 clumps of Japanese Knotweed growing just inside Field 84, on the boundary with Bosuns campsite. This is another invasive non-native species, which is more difficult to control and will need a specialist contractor to deal with it. I have reported this online to CYC, but not heard back yet. It's also been reported to Cllr Christian.

The parishioners stayed to observe the July Meeting.

Council Members Present:

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

- 26/118 1 **Election of Chair** This was deferred to the next meeting as the Council had received communication from a parishioner who believed the council to be in-quorate due to previous co-option procedures. Discussions were held and it had been established there had been elections in 2023 and four Councillors currently on the Council had been part of those elections so the council was quorate. The monitoring officer will be approached to establish the position of those co-opted since.

Cllr. Johnson welcomed the new Parish Clerk, June Perrin to the meeting.

- 26/119 2 **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.

26/120 3 **Apologies for absence.**

Cllr. Harlington

26/121 4 **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.*

26/122 5 **Minutes of Meeting, 23rd June 2026**

Acceptance of the Ordinary meeting of the Parish Council June 23rd 2026, was proposed by Cllr. George and seconded by Cllr Christian. Carried unanimously by all who attended the meeting. The minutes were signed by the Vice Chairman.

26/123 6 **Consideration of Planning Matters and recommendations of the Planning Group**

6.1 Notice of Applications received

6.1.1 **St Andrew's Church, Church Lane.** Crown lift 1no. Sweet Chestnut, 1no. Norway Maple, and 1no. Sycamore to 3m above ground level; Reduce lateral canopy of 1no. Beech tending toward church hall by 2 - 2.5m; Reduce crown of 1no. False Acacia by 2m height and 1-1.5m spread, crown lift to 3m above ground level; Crown lift 1no. Oak to 5.0m above ground level (over highway), crown lift to 3.0m above ground level (all other points); Prune 1no. Tibetan Cherry from building by 1m, Crown lift to 2m above ground level; Remove major dead wood from trees. Tree works in a Conservation Area. 26/01112/The Conservation Area
Council Decision – no objections

6.1.2 **46 Copmanthorpe Lane.** Two storey front extension. 26/01152/FUL
No objections

6.1.3 **9 Garbett Way.** Single storey rear extension. 26/01133/FUL **No objections**

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

6.2.1 **Cleveland House, Main Street.** Non material amendment to permitted application 23/00602/FUL for alterations to window and door openings. Approved. (Details of the original application was not supplied to the Parish Council). **This was noted as already approved.**

- 6.2.2 **38 Church Lane.** Erection of railings on top of new boundary wall and construction of two pairs of gate piers with entrance gates. 26/00151/FUL. **Application withdrawn.**

6.3 Large Householder Extension Notifications

- 6.3.1 None

6.4 Other Planning Matters

- 6.4.1 *PROW – Section 53 Wildlife and Countryside Act 1989 – Application to record a public footpath from Chantry Lane, Bishopthorpe to Ferry Lane, Bishopthorpe – **Deferred to the next meeting***
- 6.4.2 Email from the City Council providing the slides to the New National Planning Policy Framework and Planning Reform on neighbourhood plans. (emailed on 13/7) **It was noted the Council was had not contributed to this and it was agreed Cllr. George would continue to monitor.**
- 6.4.3 Cllr. Christian suggested that the planning committee make a recommendation to the Council when commenting on planning applications associated with properties of a relevant age that they ask for ‘Swift bricks’ to be installed to protect birds. The committee noted this but obviously could only make the recommendation it is not within the PC’s power to insist.
Action Cllr Christian to locate some examples of wording used for consideration.

26/124

7

Services

7.1 Village Hall Management Committee

- 7.1.1 *Management Committee Report* – Cllr. Harlington had informed ahead of the meeting there was nothing to report.
- 7.1.2 It was noted no one knew the new door code and this needs resolving.
Action Parish Clerk to discuss with Mel McPherson, the caretaker.

7.2 Sports and Leisure Management Committee

Management Committee Report

- 7.2.1 Repairs to the second shutter and emergency double doors were completed by Recoil
- 7.2.2 A quote for the hedge trimming around the sports field from Baytree Care had been received but could not do the work until the end of August. This was felt to be too late given the access on Acaster Lane and further quotes would be obtained. **Action Cllr. Johnson**
- 7.2.3 Jason Johnson has been engaged to complete the emergency door-head infill, the lock to the disabled toilet and the restraints to the double doors from the main room. This will be completed on the 28th July

- 7.2.4 The roof has been cleaned and treated with a biocide. Return visit to remove final loose moss and final clean of gutters expected w/c 27th July.
- 7.2.5 The roof cleaning works revealed several broken tiles and gutter leaks. A quote for inspection and repair will be sought. **Action Cllr. Johnson**
- 7.2.6 Cllr Johnson had trimmed the worst of the hedge overhang on Acaster Lane to allow pedestrian passage
- 7.2.7 The MAS Funding Bid had been unsuccessful. There had been an abundance of applicants with demand far outstripping available funding and it was thought that the council's application had not provided sufficient visibility of future funding. There will be a meeting with the Cricket Club to discuss what happens next.
- 7.2.8 The Pre-school have found a successor for Julie Morris (previous Playgroup Manager) and have committed to keeping going for another year despite falling numbers. Julie will be doing a handover first week of September.

7.3 Finance Committee

Committee Report

- It was noted Cayley (the outgoing Parish Clerk) had reconciled the accounts to the 20th July and has handed over to June Perrin, the new clerk.
- 7.3.1
- 7.3.2 Cllr. Johnson reported that the bank mandate needed changing to reflect the new clerk:

It was **RESOLVED** to:

- Remove Stewart Harrison as an authorised signatory.
- Add June Marie Perrin, Parish Clerk 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. Robert Johnson, **seconded by** Cllr. Simon Christion, and **carried unanimously**.

At the next meeting the new Chairman will be added to the mandate and the outgoing Clerk removed.

7.4 Leases

Field 84

- 7.4.1 Cllr Johnson had prepared an update on the history and current activities relating to Field 84 which had been circulated prior to the meeting. A copy of the report is attached?
- Cllr. Johnson reported discussions would be held in Part Two on the current work on the Land Registry and Insurers.

- 7.4.2 Cllr Johnson noted that visibility of the council's property ownership and leases needed updating. He would work with Cllr. Jemison and then they would present a schedule to the Council. It was expected that some detailed work would then be required to set out any obligations or requirements clearly

Action Cllr. Johnson and Cllr. Jemison

Cllr. Christian Reported the following:

- 7.4.3 Volunteers had put in considerable time pulling Himalayan Balsam and removing rubbish. Thanks were extended to all those involved.
- 7.4.4 It has been noted that there is Japanese Knotweed growing on the border with Bosun campsite. There are certain legal requirements associated with this plant and efforts should be made to eradicate it from the land. This can take up to three years. The plant may also be growing on Bosun land and is recommended that they are approached in order that a co-ordinated response can be adopted. They may be responsible for removal of the plant under their Lease. This needs further discussion to confirm. It was noted sometimes York Council would help with this. **Action Cllr. Chrisian (when meeting with Mr Cook see below)**
- 7.4.5 The bees that were reported as living in a traffic cone on site have been re-homed courtesy of local bee keeper Bob Hirst to which thanks are extended. Mr Hirst reported that "quite an unusual location, in 40 years of bee keeping never seen this one before... have transferred them to a hive, quite a tricky exercise"!
- 7.4.6 Cllr. Christian is still to meet with Mr Cook of Bosun's but hopefully Cllr. Johnson and he will do so before the August meeting. **Action Cllr. Christian and Cllr. Johnson**
- 7.4.7 Cllr. Johnson requested an estimated cost for constructing the fishing points as is referred to in the Field 84 lease. Cllr. Christian has contacts with York and District Amalgamation of Anglers (YDAA) who he will approach for advice.. An estimation of costs for installing the fishing posts would be useful to inform any future discussions. **Action Cllr. Christian**

7.5 Youth Support and Children's Recreation

- 7.5.1 Cllr Christian reported that he had inspected the play area on 26 June and 4th, 11th, 18th and 24th July.

Normal amounts of rubbish with hardly any on 24th, although torn Drinks can and broken glass on two occasions.

Small number of graffiti removed from slide on 4th.

Noted broken spring on zip wire, probably already reported in recent formal inspection.

Guard rail supporting post on cradle swing loose.

Edging loose in several areas. 4 protruding screws removed where edging had come away. loose edging stacked against boundary fence.

7.5.2 The action to obtain quotes for an autumn clean have not yet been progressed.

7.5.3 The quote from Playdale for improvements to the park had been received for £1,179.91. It was approved for payment and the clerk to action the return of the order to commence work. It was noted the removal of mould was not in the quote and this would need to be done at some point. **Action PC**

7.6 Allotments

7.6.1 *Monthly Report* – Cllr. George reported there are seven people on the waiting list. One plot has been exchanged and six requests.

7.6.2 Bees which had previously been reported as close to moorings access track would be moved once honey has been harvested. The hive will be moved to the middle of the Mr Hirst's plot.

7.7 Senior Citizens Support, Vernon House and Accessibility Issues

7.7.1 *Monthly Report* – Discussions were held around the recent rent increases and complaints from one group. Suggestions were made on the rate that is per head being capped at a certain number. Cllr. Astbury felt this was unnecessary as the hall doesn't hold a huge number anyway. It was agreed to just monitor the usage going forward.

The Parish Council is no further on with repairs to the toilets.

7.8 Web Site Management

7.8.1 *Monthly Report* – Cllr George reported the website is up to date.

7.8.2 Cllr. George now had administration of the Bishopthorpe Parish Council page on Facebook. Discussion was held on how to utilise this best. It was agreed it would be strictly controlled for Parish Council notices and information and comments would be disabled. Cllr. George and the Parish Clerk would produce a draft policy for its use. **Action Cllr. George & PC.**

7.9 Bishopthorpe Library

6.9.1 *Monthly update* – Nothing to report

7.10 Environmental and Sustainability

Monthly Report – Nothing to report

7.11 Community Emergency Planning

7.11.1 *Monthly Update* – Nothing to report

7.12 Bishopthorpe Orchard

Committee Update – Cllr. Christian reported:

7.12.1 The annual scything has commenced with about half now cut for hay. 10 sacks of hay have been made which have been distributed to residents of the village. It's popular with pet rabbits!

7.12.2 The first plums and gages are ready if anyone would like to collect some they are quite welcome

26/125

8

Financial Transactions

8.1 Payments to approve

8.1.1 **Cheque / Direct Debit payments**

Amounts paid

B-Online – Internet provision Village Hall TBC	40.14
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	212.18
Monthly direct debit to E-On Village Hall Electricity (A-BB34F196) TBC	138.25
Monthly direct debit to E-On Village Hall Gas (A-724142FO) TBC	611.82

Total Amount paid **£1,166.33**

8.1.2 **On-Line Banking payments**

Amounts paid

Clerk's Salary	916.42
Clerk's Salary HMRC	259.93
Clerk's Expenses (print cartridges)	43.33
BT Charges for Clerk's computer (February to June)	141.55
M Haynes - Village Hall Facilities Manager	437.50
Village Hall Facilities Manager expenses	47.56
C Julie Bradley - Vernon House Caretaker	290.00
C Julie Bradley - Vernon House Caretaker expenses	0.00
C Henk – Sports Pavilion cleaning	175.00
C Henk – Sports Pavilion cleaning expenses	0.00
Dust till Dawn – Village Hall Cleaning	220.00
Advance Fire Services Ltd – Call out to fire alarm system (paid 1/7/26)	130.50
Andrew's Garden Services - Play Area lawn cuts	450.00
Ainsty – grass cuts to the sports field	720.00
Recoil Doors – repairs made to Sports Pavilion window shutters	258.00
Cllr. Johnson – Land Registry fees and cabin hooks for Sports Pavilion	138.15

Advance Fire Services – inspection update recommendations	176.22
City of York Council waste collection – Sports Pavilion	80.56
City of York Council waste collection – Village Hall	87.58
Sports Turf Services (York) Ltd – grass cutting	234.00
Refund to Cllr George for the purchase of a Dictaphone	23.98

On-line payment total	£4,830.28
Payment Total	£5,996.61

8.2 Income Receipts

Amounts Received

Village Hall rental income	1,389.00
Bishopthorpe Pre School Playgroup	1,350.00
Vernon House	734.00
Total Income	£3,473.00

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

26/126 9 School Governors

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

9.2 *Junior School* – Nothing to report.

26/127 10 Gordon Watkins Community Award

10.1 *Committee Report* – The process for nominations remained outstanding . It was agreed that this item be revisited later in the year.

26/128 11 Pinfold

11.1 *Committee Report* – Nothing to report

26/129 12 Sensory Garden

12.1 *Committee Report*

12.1.1 Sandra Harrison has continued with planting both in the garden and tubs to the street. A collective effort on watering has been organised. Thanks were extended from the council.

12.1.2 *Flower Tubs in Bishopthorpe* - See notes on the parishioners reports at the head of these minutes.

12.1.3 *Mosaic repairs* – Unfortunately, the proposed contractor for replacing the mosaic has not responded. Cllr Johnson is meeting an alternative contractor on the 31st July

26/130 13 Police Liaison

13.1 *Ward Manager's Report* – Cllr. George reported the total number of crimes reported for May 2026 amounted to 4 in total (5 in Copmanthorpe as a comparison) which can be broken down as follows: 3 Anti- Social Behaviour and 1 Shoplifting.

- 26/131 14 **Local Council Association**
- 14.1 *Yorkshire Local Councils Association* – Cllr. Nicholls reported that Cllr. Harrison had been invited on this Association in his own right so a replacement would not automatically be made.
- 14.2 *White Rose updates* – No updates
- 26/132 15 **Highway Matters**
- 15.1 *Nothing to report*
- 26/133 16 **Correspondence**
- 16.1 City of York not covered elsewhere
- 15.1.1 None.
- 16.2 Others
- 16.2.1 Cllr Jemison reported on the Lower Wharfe Canoe Club who were having problems on where to put their canoes. They had requested permission to an area of land adjacent to their storage container. Cllr Jemison considered this not appropriate at the current time and this was agreed by other Councillors. Cllr Jemison undertook to reply
Action Cllr Jemison
- 16.2.2 Cllr Christian had been approached by the Phil Pukrin regarding the use of the toilets in the sports pavilion for the Humbledon Outdoor Activities Association (HOAA) event on the 12th September. It had previously been confirmed that there was no cricket match that day. Discussions were held and it was agreed to the request subject to the club providing their own toiletries (eg paper towels, toilet paper, soaps etc.) and agreeing to leave them in a clean and orderly manner. **Action Cllr. Christian**
- 16.2.3 Bishopthorpe at the National Garden Scheme Centenary – A request had been made to see if the PC would like to be involved with this as one of the original participants in the scheme. No action was decided on.
Post meeting note the request was emailed to Morwenna Christian as the Local History Group may be interested in this.
- 26/134 17 **Ward Committee – Ward Committee update report from Ward Councillor Cllr. Nicholls:**
- 17.1 The ‘adopt a verge’ procedure has not actually been put in place by the City Council. It had been suggested if people wished to ‘adopt’ a verge to look after they could just do so.
- 17.2 A survey had been undertaken in the village, no major issues were flagged, it was endorsed from the survey people wanted to support local businesses.
- 17.3 Talks were being held on implementing the changes to speed limits in steps into the village and this was looking promising.
- 17.4 A parishioner (Ben Jemison) reported on the terrible parking on the corner of Acaster Lane and Main Street. Cllr. Nicholls reported the council had been approached to put more double yellow lines and this was progressing (along with other areas) but it does have to go through traffic regulations first.

26/135 18 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

18.1 Cllr. Christian felt it would be good if we could publish draft minutes of the annual meeting as a year was a long time to wait to see business conducted, particularly when Parishioners had spoken. He referred to some Yorkshire Local Councils Associations (YLCA) guidance which he would forward to the Clerk.

Action Cllr. Christian and PC to issue drafts to the councillors first for accuracy.

18.2 Discussion was held if the footpath at the side of the graveyard to the river should be locked. Cllr Johnson suggested that Russell Wright of St Andrew's Trust would likely be responsible for the gate. It was agreed Cllr. Christian would chat with him and establish if this was to be the case. It was also suggested that perhaps a notice could be erected with times of closures to inform people.

Action Cllr. Christian

26/136 19 **Date and time of next meeting – Tuesday, 25th August 2026 at 7pm at the Village Hall**

Meeting closed at 20.32 hours.

PART TWO**Field 84**

Cllr. Johnson issued a comprehensive report ahead of the meeting on the history of Field 84 and the current position with Land Registry and insurers/solicitors.

Cllr. Johnson reported to the meeting that the quote from Ramsden Solicitors was £430 per hour, whereas our insurers have either an internal team or would probably pay £125/£150 per hour externally. Cllr. Johnson would have further discussions to establish what the insurers would do as an unfunded cost of £300 per hour could not be justified for the Parish Council. **Action Cllr. Johnson.**

Cllr. Johnson has asked Abbie North what further evidence she has and she was offered a meeting if she is willing to list agenda items for clarification on the meeting content. Consensus was that the council still don't clearly know what Ms North's aims are.

Cllr. Johnson stated if it is proved in the Parish Council's favour, the riverbank could be fenced off. If it didn't go in the council's favour access could be denied as the access track is within the council's unequivocal ownership.

Cllr. Christian stated the history clearly showed Parish usage of the Riverside land and it was confirmed that the Council had received rent over a period of time.

Council Membership

Cllr. Johnson would speak to the Monitoring Officer to see if the co-opted Councillors after the 2023 Election would need to be formally co-opted or as this was done in good faith their appointments would stand. **Action Cllr. Johnson**

Cllr. Johnson and the Parish Clerk would look at Ian George's draft co-option policy and put together a draft for the council to consider going forward. **Action Cllr. Johnson and PC**