

## UPPER POPPLETON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN ALL SAINTS CHURCH HALL, UPPER POPPLETON AT 7.30 PM ON MONDAY 12 NOVEMBER 2007

#### PRESENT

Councillor Greg Watson (Chairman)

Councillor Kathie Brydson

Councillor Vivien Crabb

Councillor Peter Hawkins

Councillor Ted Kendall

Councillor John Pannell

Councillor Stuart Robson

Councillor Rae Youngman

City Councillor Ian Gillies

Mr James Mackman (Clerk)

#### TO RECEIVE A PRESENTATION FROM THE POPPLETON COMMUNITY TRUST

Rod Clark, accompanied by a number of Trustees of the Poppleton Community Trust, addressed the meeting. Among the points that he made were:-

- Income from bookings had risen from £17k to £32k
- That employing a manager was the best thing the Trust had done
- Reminded the meeting that the City Council is phasing out its annual subsidy
- That the £3k reduction in subsidy this year is equal to the deficit on running the Community Centre
- That the City Council had not yet signed the documents to transfer the Youth Club building to the Community Trust
- That the function rooms have been renamed the Dodsworth Room and the Maypole Room
- Thanked the Parish Council for its grant of £7,500 in the current financial year

Mr Clark answered questions asked by Councillors Youngman, Robson and Kendall.

At this point Mr Clark and the Trustees retired from the meeting.

#### 07.203 - CO-OPTION AND INTRODUCTION OF NEW COUNCILLOR

Mr Ted Kendall was co-opted on to the Parish Council. He was welcomed back to the Parish Council by the Chairman.

#### 07.204 - CONFIRMATION OF SIGNING THE DECLARATION OF OFFICE

The Clerk confirmed that Councillor Kendall had signed a Declaration of Office and that he had been given the new Code of Conduct.

#### 07.205 - DECLARATION OF INTEREST ON ANY MATTERS OF BUSINESS

Councillor Brydson declared a personal interest in any discussion about School Lane.

#### 07.206 - TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Kate Richardson.

**07.207 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 8 OCTOBER 2007**

The minutes of the meeting held on 8 October 2007, having been circulated and read, were accepted and signed as a true record.

**07.208 - PUBLIC PARTICIPATION**

None

**07.209 - TO RECEIVE CITY COUNCILLORS' COMMENTS - for information only**

City Councillor Ian Gillies reported on the following points:-

- The City Council's Enforcement Office has been to look at the developments at Blairgowrie where some trees and vegetation have been removed. He reports that no regulations have been contravened.
- Plans for the rising bollard in Low Poppleton Lane have been passed. First York has not yet made a decision to divert the No. 10 bus down Millfield Lane.
- Traffic lights are to be installed at the junction of Beckfield Lane and the A59. This project has been brought forward to coincide with the installation of the rising bollard.
- The paving outside the Co-op will be made good.
- Before the Ward Committee can decide whether or not to give money towards a youth shelter it would need to know the proposed site of the shelter.
- He gave out speed warning signs which can be put on the sides of wheelie bins.

**07.210 - TO RECEIVE THE CLERK'S REPORT**

*(a) Progress on the provision for parking bicycles by the shops (Min. 07.188a)*

Councillor Watson said that the Co-op would not be providing a cycle rack on the forecourt outside its premises.

*(b) Progress on replacing the litter bins around the Green (Min. 07.188b)*

Angus Young has said that the bins will be put in place within the next two weeks.

*(c) Progress on new cycle racks on the Green (Min. 07.188c)*

The City Council's blacksmith is working on the cycle racks and they should be in place soon.

**07.211 - FINANCE**

*(a) To receive a financial statement*

The Clerk presented a detailed report showing the actual income and expenditure for the current financial year for the period to 12 November 2007. The report reflected the receipts and payments below. The bank balances at 12 November were:

Current Account Business Account			£100.00
	Money		Manager
		£17,216.39	

*(b) To agree accounts for payment (net of VAT);*

1034	SLCC	Training event for Councillors Brydson and Hawkins	£42.00
1035	Ryland Horticulture	Green tree work	£395.00

1036	James Mackman	Clerk's Expenses	£24.93
1037	Poppleton Community Trust	2 <sup>nd</sup> half of this year's grant	£3,750.00
1038	James Mackman	Salary – November and backed-dated pay	£481.44
1039	Post Office Ltd	Tax & NI	£180.89

(c) *To receive a report on income received*

HM Customs & Revenue

VAT refund

£147.05

(d) *To agree to give the Community Trust the balance of the monies set aside for it*

Following receipt of a letter from the Trust asking for the 2<sup>nd</sup> half year's instalment of the grant, being £3,750.00, it was agreed that this amount should be paid.

(e) *To review the level of the Fidelity Guarantee insurance*

The Clerk explained that he had received notice from the Mazars, the external auditors, that the Parish Council's Fidelity Guarantee insurance should be increased from £10,000 to £20,000 to take account of the increased level of precept. It was agreed to defer a decision until the Councillors had had an opportunity to see the policy document and ascertain just what the Fidelity Guarantee insurance covers.

(f) *To consider the Budget for 2008-09*

The Councillors were asked to think about the figures on the budget sheet they had been given. A decision on the budget and the precept for next year will be made at the January meeting and will incorporate any scheme that they approve.

(g) *Agree the annual pay increase as per the National agreement*

The Chairman explained that the Clerk's pay and conditions are based on the National Agreement between the SLCC and NALC. It was incumbent on the Parish Council to award the newly agreed pay increase of 2.475% back-dated to 1 April. This was agreed.

(h) *To agree the Internal audit review procedure*

The Clerk explained that Mazars had qualified this year's audit report and said that they had said that the Parish Council must review its internal audit procedure before the 31 March 2008 year-end. It was agreed that Councillors Watson, Pannell, Hawkins and the Clerk meet to discuss the internal audit procedures and report back to the next meeting.

## **07.212 - TO NOTE CORRESPONDENCE RECEIVED**

*07.212.1 - The Clerk read or referred to the following item of correspondence*

(a) A letter from residents of Pear Tree Avenue asking if the Parish Council had a view about tall trees in gardens in Pear Tree Avenue. The Councillors agreed that this was not a Parish Council matter and asked the Clerk to advise the residents that they should seek the advice of the City Council's arboriculturalist.

(b) The Clerk said that he had received a questionnaire from the YLCA about double taxation which he would complete and return.

*07.212.2 - It was agreed that the correspondence received since the October Council meeting, as listed below, be circulated to the Councillors*

(a) Clerk & Councils Direct - November 2007, Issue 54

(b) CPRE - AGM notice

(c) CPRE - Countryside Voice, Autumn 2007

(d) CYC - Emergency planning for Parish Councils

(e) CYC - York Northwest Area Action Plan

(f) Nether Poppleton Parish Council - Minutes of 17 September

(g) Thorp Arch Estate - The Archway, Autumn 2007

(h) Yorwaste - Yorworld, Summer 2007

(i) YRCC - AGM agenda, Annual Accounts 2006-07

### **07.213 - TO RECEIVE THE PLANNING COMMITTEE REPORT**

#### *(a) Plans pending and Planning Committee Comments*

Prior to the meeting the Clerk had circulated the list of plans and comments made by the members of the Planning Committee on each planning application received. The list is attached as Appendix 1 at the end of these minutes.

#### *(b) Councillors' comments*

i. After a lengthy discussion it was agreed that the Parish Council would object to the proposal to build a house at the back of Greenthwaite which would have vehicular access by way of School Lane. The Councillors agreed to support the twelve comments on a document submitted by Councillor Brydson and instructed that this should be communicated to the City Council as soon as possible so that it could be considered at the City Council's Planning Meeting on 15 November.

ii. It was agreed that the subject of the way in which the Parish Council considers planning applications should be considered at the meeting in January.

### **07.214 - TO CONSIDER ITEMS RELATING TO HIGHWAYS, FOOTPATHS, LAMPPOSTS & SIGNS**

#### *(a) To consider reports on vandalism*

No reports.

#### *(b) To receive other reports*

No reports.

### **07.215 - TO CONSIDER MATTERS RELATING TO THE VILLAGE GREENS**

#### *(a) Trees*

No report.

#### *(b) Events*

Councillor Watson said that the Remembrance Day Service on the Green had gone well. The lack of a police presence this year had not affected the event.

#### *(c) Car parking - review*

No report.

#### *(d) Maintenance –*

##### *i. To agree repairs to the pump on the Green*

It was agreed that a quotation from Ken Falkingham of £126.80 for replacing one of the wooden posts by the pump on the Green be accepted. **(Action Clerk)**

ii. It was pointed out that the bus shelter on the Green is in urgent need of cleaning. It was agreed that the City Council be asked to carry out the cleaning. **(Action Clerk)**

iii. The bus shelter opposite the Library is also in need of a good clean. As the Parish Council owns the bus shelter it was agreed that the Clerk should instruct a local window cleaner to carry out the work. **(Action Clerk)**

iv. It was pointed out that the concrete plinth on which the bus shelter on the Green is built is crumbling and that work is needed to remedy the situation. The City Council is to be advised. **(Action Clerk)**

#### **07.216 - TO RECEIVE COMMITTEES' REPRESENTATIVES REPORTS**

- (a) *Councillor Hawkins* reported on the AGM of Poppleton Community Trust and pointed out the good level of attendance compared with a few years ago when people had to be brought into the meeting from the Community Centre bar to form a quorum. The AGM had a presentation from Bob Wood on behalf of a development group which is looking at the rejuvenation of the Centre and this was well received. A Resolution to increase the number of Village Representatives on the Executive Committee from two to five was passed and all five positions were then filled which means the Trust now has a much greater representation from residents of the villages.
- (b) *The Clerk* reported on the Ward Committee meeting held on 17 October.

#### **07.217 - TO RECEIVE A REPORT ON VILLAGE POLICING**

No report.

#### **07.218 - TO CONSIDER PROGRESS ON THE PROVISION OF A YOUTH SHELTER**

A report on the progress on the provision of a youth shelter, written by Councillor Bradley, was given to all Councillors. Councillor Bradley addressed the Councillors and gave information and the background of youth shelters. The Councillors expressed some concerns. However, no site and no design has been chosen. The village youths are to be invited to participate in the decision making process. The Councillors resolved to continue to support the initiative and agreed that the subject should be moved to the next stage of consultation. Councillor Bradley agreed to write an article for the forthcoming Newsletter.

#### **07.219 - TO CONSIDER ARTICLES FOR THE AUTUMN NEWSLETTER**

It was agreed that Councillors Kendall, Robson and Youngman would form an editorial team to compile a Newsletter.

#### **07.220 – ALLOTMENTS**

- (a) *To consider mending the fence behind the allotments in Main Street.*

It was agreed that a quotation for £145.80 from Ken Falkingham for mending the fence between the allotments and the school be accepted. **(Action Clerk)**

- (b) *To consider the state of the hedge by the school drive*

A request from the school for trimming back the allotment hedge by the drive to the school was discussed. It was agreed that the hedge was a barrier between the path and the allotments and had been in existence for a long time and that no action be taken on the matter.

#### **07.221 – TO DISCUSS THE FUTURE OF THE VILLAGE'S SALT BINS**

There are five salt bins in Upper Poppleton. All have been in place for many years and have been maintained by the City Council. New City Council policy is to remove salt bins. The Ward Committee has indicated that it would fund three salt bins. The Councillors discussed which they would wish to keep. It was resolved that the following bins be retained. The one at the corner of Ebor Way and Dikelands Lane, the one opposite the Library and the one in Springfield Road.

#### **07.222 – TO DISCUSS THE IMPLICATIONS OF THE SECRETARY OF STATE'S NEW AUTHORITY TO APPOINT KEY PEOPLE TO SIT ON PARISH COUNCILS**

This was noted.

**07.223 - TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
19 November	Police Liaison	Poppleton Community Centre/ 2.00pm	Hawkins, Robson, Watson

**07.224 - TO RECEIVE COUNCILLORS' COMMENTS**

Councillor Hawkins asked that the subject of one Parish Council for the whole of Poppleton be on the agenda for the next meeting.

**07.225 - DATE OF NEXT MEETING – 14 JANUARY 2008 AT 7.30PM**

The date of the next meeting was agreed as Monday 14 January 2008 at 7.30pm.

There being no other business the Chairman closed the meeting at 10.40pm.

CHAIRMAN .....2008

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