

## UPPER POPPLETON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN ALL SAINTS CHURCH HALL, UPPER POPPLETON AT 7.30 PM ON MONDAY 11 FEBRUARY 2008

#### PRESENT

Councillor John Pannell

Councillor Kathie Brydson

City Councillor Ian Gillies (from 8.58pm)

Councillor Vivien Crabb

Councillor Ted Kendall

Councillor Kate Richardson (from 7.25pm) Mr James Mackman (Clerk)

Councillor Stuart Robson

Councillor Rae Youngman

Since the January meeting the Chairman, Greg Watson, had resigned. It was agreed that the Vice Chairman, John Pannell, should chair the meeting.

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

None.

#### 08.032 - TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hawkins.

#### 08.033 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 14 JANUARY 2008

The minutes of the meeting held on 14 January 2008, having been circulated and read, were accepted and signed as a true record.

#### 08.034 - PUBLIC PARTICIPATION

None.

#### 08.035 - TO RECEIVE CITY COUNCILLORS' COMMENTS - for information only

City Councillor Ian Gillies arrived at 8.58pm after agenda item 08.049 and reported on the following points:-

- The City Council has deferred making a decision about traffic calming in Hodgson Lane
- The City Council has applied to the Ministry of Transport for a grant of £24 million to relocate the Askham Bar Park & Ride, to create a Park & Ride on Wigginton Road just north of the bypass and to create the long-talked about A59 Park & Ride at a location yet to be agreed.

#### 08.036 - TO RECEIVE THE CLERK'S REPORT

*(a) Progress on the provision for parking bicycles by the shops (Min. 08.006a)*

The City Council's Cycling Officer hasn't been in contact with the Co-op. The Clerk agreed to do this. **(Action Clerk)**

*(b) Progress on replacing the litter bins around the Green (Min. 08.006b)*

All the litter bins around the Green have been replaced with cylindrical bins with domed tops. The position of the bin placed close to the new seat located between the maypole and the road was discussed. It was suggested that the bin would be more useful if it was next to the seat and not under the tree. The Councillors agreed to go and look and decide at the next meeting the best place for the bin. **(Action all Councillors)**

*(c) Progress on salt bins (Min. 08.012a)*

The Clerk explained that City Council Officer Fred Isles had said that the Council had studied the figures for the salt bins and had removed only those where there was no record of a bin being filled with any salt over the last three years. Only one salt bin has been removed and this is the one at the junction of Ebor Way and Dikelands Lane. It would cost £83.00 to reinstall the bin and this would include a supply of salt. It was agreed to defer a decision on the subject of the missing bin until the March meeting when Councillor Hawkins will be available to give details of any usage he has made of the salt bin.

*(d) Progress on Pump fence painting (Min. 08.013.d)*

Ken Falkingham has been asked to repaint the fencing for a cost of £53.75.

*(e) Progress on Allotment acquiring (Min. 08.018a)*

No progress.

*(f) Progress on Allotment hedge (Min. 08.018b)*

The school caretaker is arranging for the hedge to be cut back when the contractors next visit the school.

*(g) Progress on Green racks (Min. 08.019)*

It was agreed that the racks should be erected closer to the bus shelter and the City Council's Cycling Officer is to be asked for his opinion. **(Action Clerk)**

*(h) Progress on Councillor Training (Min. 08.027)*

The Clerk reported having asked the City Council Planning Department to advise him of forthcoming training sessions.

**08.037 - 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 11 February 2008. The report reflected the receipts and payments below. The bank balances at 11 February were:

Current			
Account			£363.00
Business	Money		Manager
Account		£16,564.31	

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

1048	Jim Ferguson	Mole removal	£50.00
1049	James Mackman	Clerk's expenses	£71.93
1050	James Mackman	Salary - February	£418.46
1051	Post Office Ltd	Tax & NI	£149.77
1052	Pica Pica	Computer repairs	£40.00

*(c) To receive a report on income received*  
City of York Council

Bus shelter grant

£163.00

*(d) To consider the Internal audit review procedure*

The procedure for Internal Audits has been amended. Section 2, Box 6 of the Annual Return now reads “We have maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control systems **and carried out a review of its effectiveness.**” For the Parish Council to agree with this statement it must have “Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council **and reviewed the impact of this work.**”

The Clerk produced a suggested letter to be given to an Internal Auditor laying down the criteria to be followed to enable the Parish Councillors to be satisfied that the Parish Council meets the new requirements. The Clerk also produced a document showing the ten key control tests shown in Appendix 8 of the Practitioners’ Guide and a schedule of the Parish Council’s document that an Internal Auditor would be expected to look at. The Councillors agreed that the three documents were acceptable and should be given to the Internal Auditor.

*(e) To agree to pay the All Saints invoice £2,700*

At the June 2007 meeting (Minute 07.127) it was resolved “to pay All Saints Church Hall Development Committee the sum of £2,700 towards the capital works at such time as the works have been completed and the appropriate invoices are presented as proof”. The Councillors were shown an invoice from W E Hargrave Ltd for the sum of £11,122.02 showing that capital works had been carried out. It was resolved to give the £2,700 grant.

**08.038 - TO NOTE CORRESPONDENCE RECEIVED**

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

- (a) A letter from the Audit Commission confirming the external auditor, Mazars, re-appointment for the next five years
- (b) CYC - Double taxation claim details – to be an agenda item for the March meeting
- (c) An invitation from the Poppleton Community Trust for Councillors to visit the Poppleton Centre. The Clerk is to make appropriate arrangement for Councillors to visit.

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

- (a) Bartlett Tree Expert Company - Tree Tips
- (b) Communities & Local Government – Consultation document
- (c) North Yorkshire Criminal Justice Board - Issue four
- (d) Nether Poppleton Parish Council - Minutes of 21 November
- (e) NYCC - Minerals & Waste Development Framework video
- (f) NYCC - Winter Service Leaflets 2007/08

**08.039 - 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*

None.

#### **08.040 - TO CONSIDER ITEMS RELATING TO HIGHWAYS, FOOTPATHS, LAMPOSTS & SIGNS**

*(a) To consider reports on vandalism*

No reports.

*(b) To receive other reports*

No reports.

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

*(a) Trees*

i. The City Council's Arboricultural Officer had asked if the Parish Council would like a tree to replace the lime tree on Chantry Green that had to be felled last year. The Councillors agreed that the City Council be asked to plant a replacement tree. **(Action Clerk)**

ii. It was noted that some residents have expressed concern about the state of the trees in Blairgowrie, especially those close to Main Street. It was said that in the recent high winds that the trees looked unsafe and some residents are no longer parking cars on the street when visiting the doctors' surgery. It was resolved that the Clerk write to the owner's agents expressing the Councillors' concern and asking for assurance that the matter of the safety of the trees is in hand. **(Action Clerk)**

*(b) Events*

It was agreed that Poppleton Children's Sports Day could be held on the Green on 26 May.

*(c) Car parking - review*

It was noted that the cars parked on Main Street by the doctors' surgery are a hazard for people needing to cross the road. It was agreed that this is not a subject that the Parish Council has the power to deal with.

*(d) Maintenance*

It was noted that Ken Falkingham had quoted the sum of £53.75 for repainting the fence round the pump on the Green.

It was noted that the bus shelter on the Green has still not been cleaned and that the City Council should be asked to arrange for it to be cleaned as soon as possible. **(Action Clerk)**

It was also noted that the bus shelter opposite the Library has not been cleaned. It was agreed that the City Council should be asked to have its bus shelter cleaners do the work. **(Action Clerk)**

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

*Greg Watson* had submitted a report on the Ward Team meeting held on 22 January. This was put into the Correspondence pack.

*Councillor Kendall* reported as an Observer to the Poppleton Community Trust on the meeting held on 23 January. Subjects covered were the expansion of the kitchen and upgrading the toilets. The Centre is fully booked on some days of the week. In order to increase revenue consideration is being given to a café where people can drop in. There are proposals to move the bar and make it more attractive. Work for all this could cost about £80,000.

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

The following report on incidents in Upper Poppleton had been received from PC 937 Anna Tyldesley, Dedicated Police Officer, Safer Neighbourhood Team, Fulford, Rural West, Bishopthorpe and Wheldrake Wards.

- 5 Jan - Criminal damage to fence in Villa Court, Millfield Lane
- 10 Jan - Criminal damage to fence at Villa Court, Millfield Lane
- 19 Jan - Criminal damage - spray paint on car - Bankside Close
- 19 Jan - Criminal Damage - spray paint on garage door - Bankside Close
- 31 Jan - Theft of pedal cycle - Villa Court, Millfield Lane
- 4 Feb - Theft from Wyevale Garden Centre

A report on incidents in Poppleton had also been received from Jerry Holland and this was given to the Councillors. This was in the format that Jerry had produced in 2007.

There was a debate as to which report, if any, the Councillors would like to continue to receive. It was agreed that PC Tyldesley's should be asked to continue to send her report each month and that a report similar to Jerry Holland's incidents report would be available at the quarterly Police Liaison meetings.

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

The Clerk reported that Councillor Bradley has produced posters about the proposed youth shelter for the notice boards. The Nether Poppleton Newsletter will have an article about it. There is an email address for residents to use to obtain more information. This is [pop.shelter@btinternet.com](mailto:pop.shelter@btinternet.com)

Councillor Bradley is to go to the next Poppleton Youth Action Group meeting to speak to some of the village youth.

**08.045 – TO DISCUSS A PROPOSAL OF HAVING ONE WARDED PARISH COUNCIL FOR THE WHOLE OF POPPLETON**

Discussion on this subject was deferred until Councillor Hawkins is able to attend a meeting. **(Action Councillor Hawkins)**

**08.046 - TO RECEIVE A PROGRESS REPORT ON THE POPPLETON COMMUNITY RAILWAY NURSERY**

Councillor Robson reported that there has been no progress on this subject. Legislation is prohibiting progress. It was agreed that the subject would be discussed on future agendas under Committee Representative Reports.

**08.047 – TO CONSIDER SUBMISSIONS FOR THE YORK DESIGN AWARDS**

It was suggested that The Croft be considered for the York Design Awards. There was doubt as to whether The Croft alterations were made before the deadline date and the Clerk was asked to check the records. **(Action Clerk)**

**08.048 - TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
27 February	Poppleton Community Trust Executive	Community Centre/ 7.30pm	Kendall
28 February	Police Liaison	Copmanthorpe Recreation Centre/ 2.30pm	Robson, Hawkins

31 March	Ainsty Group	Askham Bryan Village Hall/ 7.30pm	Pannell
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**08.049 - TO RECEIVE COUNCILLORS' COMMENTS**

*Councillor Brydson*

- i. asked that the wording on the weekly list of Planning Applications which is put on the notice board and the Parish Council's website be amended to ask that anyone submitting comments to the City Council forward a copy of the comments to the Clerk so that Councillors are made aware of resident's concerns.
- ii. said that the Reading Room was cold and that the heater was too noisy and made it difficult for people to hear other people talking. It was agreed that the future venue of Parish Council meetings be the subject of an agenda item at the March meeting.

**08.050 - DATE OF NEXT MEETING – 10 MARCH 2008 AT 7.00PM**

The date of the next meeting was agreed as Monday 10 March 2008 at 7.00pm at the Methodist Church Hall, the change of venue being necessitated because the Reading Room is being used by Poppleton Players.

There being no other business the Chairman closed the meeting at 9.17pm.

CHAIRMAN .....2008

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