

UPPER POPPLETON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE POPPLETON CENTRE, MAIN STREET, UPPER POPPLETON AT 7.30 PM ON MONDAY 14 MAY 2012

PRESENT

Councillor Peter Hawkins (Chairman)

Councillor Eddie Allen
Councillor Kathie Brydson.
Councillor Vivien Crabb
Councillor Ted Kendall
Councillor Stuart Robson

City Councillor Ian Gillies
Three members of the public
Mr James Mackman (Clerk)

12.093 – TO ELECT A CHAIRMAN

Councillor Hawkins was elected as Chairman unanimously.

12.094 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF OFFICE

Councillor Hawkins signed the Declaration of Office.

12.095 – TO CO-OPT TWO COUNCILLORS

No names were put forward.

12.096 - TO RECEIVE DECLARATIONS OF INTEREST ON ANY MATTERS OF BUSINESS

None.

12.097 - TO RECEIVE APOLOGIES FOR ABSENCE AND APPROVE REASONS FOR ABSENCE

Apologies for absence were received and accepted from Councillor Rachel Watters.

12.098 - ANNUAL APPOINTMENTS

OFFICE	COUNCILLORS
Vice-Chairman	Kendall
General Purposes Committee	Three Councillors for a quorum
Planning Committee	Robson, Crabb, Brydson
Cycle/Footpath Parish Links	None
Neighbourhood Watch Co-ordinator	Allen
Poppleton Community Trust Observers	Brydson, Watters
Poppleton Ousebank School Governors Representative	Hawkins
Poppleton Youth Action Group Representative	Hawkins
Rural West York Ward Team Representative	Hawkins, Robson
Ward Committee Representatives	Hawkins, Crabb
York Open Planning Forum Representative	Robson
Yorkshire Local Councils Associations Representatives	Hawkins

12.099 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 2 APRIL 2012

The minutes of the meeting held on 2 April 2012, having been circulated and read, were accepted and signed as a true record.

12.100 - PUBLIC PARTICIPATION

None.

12.101 - TO RECEIVE CITY COUNCILLORS' COMMENTS - for information only

City Councillor Gillies reported that

- The site and road system for the A59 Park & Ride are now agreed. Time is to be given for an archaeological survey of the site.
- The private company that is to administer the £130,000 is to be paid a fee of £20,000. The City Council chose the company as it has access to grant funding.
- The subject of "Community Contract" is to be discussed at the next Ward Committee meeting
- Traffic Orders are in place for the Yorkshire Show and the Children's Sports Day
- The Beckfield Lane tip has now closed

12.102 - TO RECEIVE THE CLERK'S REPORT

(a) *Progress on painting the maypole (Min. 12.075a)*

It was reported that work on the maypole had started today.

(b) *Progress on repainting the pump (Min. 12.080cii)*

It was reported that Ken Falkingham has started to paint the pump but that bad weather is holding up completion of the work.

12.103 - 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 14 May 2012. The report reflected the receipts and payments below. The bank balances at 14 May were:

Current Account			£500.00
Business Account	Money		Manager
		£30,123.41	

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

1381	Baron Landscape Contractors	Grass cutting - March	£125.00
1382	Poppleton Community Trust	Room hire - March	£19.90
1383	James Mackman	Salary April	£459.20
1384	Post Office Ltd	Tax April	£114.80
1385	Ken Falkingham	Refurbishing 8 seats	£432.00
1386	Poppleton Community Trust	Room hire - April	£19.90
1387	James Mackman	Salary May	£459.20
1388	Post Office Ltd	Tax May	£114.80
1389	Peter Hawkins	Travelling expenses	£18.00
1390	James Mackman	Expenses	£46.30

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

Allotment holders	Allotment rent	£67.50
City of York Council	First half year's precept	£10,077.50

(d) *To agree to review Standing Orders & Financial Regulations*

It was agreed that Councillors Hawkins and Kendall will look at the Standing Orders and Financial Regulations and report back at a future Parish Council meeting. (**Action Councillors Hawkins and Kendall**)

(e) *To review the Parish Council's internal audit procedure*

It was agreed that Councillors Hawkins and Kendall will look at the Parish Council's internal audit procedure and report back at a future Parish Council meeting. (**Action Councillors Hawkins and Kendall**)

(f) *To agree the Statement of Accounts on the Annual Return*

The Clerk gave an explanation of the figures in the Statement of Accounts on the Annual Return. After a discussion it was agreed that the Chairman and the Clerk should sign the form. The completion of the Annual Return in the future will be considered in the review of the internal audit procedure.

(g) *To agree the Annual Governance Statement on the Annual Return*

The Councillors considered the questions in the Annual Governance Statement of the Annual Return. It was agreed that the Parish Council response to all the questions is "Yes" and the Chairman and Clerk signed the form.

12.104 – TO NOTE CORRESPONDENCE RECEIVED

It was agreed that the correspondence received since the April Parish Council meeting, as listed below, be circulated to the Councillors

- (a) Burn & Co - Law Brief - Issue 1, 2012
- (b) Clerk & Councils Direct - May 2012 Issue 81
- (c) Julian Sturdy - Report on Stockton on Forest meeting
- (d) Martin House - Update Spring Summer 2012
- (e) Nether Poppleton Parish Council - Minutes of 19 March 2012
- (f) Rural Action Yorkshire - Country Air, Spring 2012
- (g) Yorkshire in Bloom – Judges' report on the spring inspection

12.105 – TO RECEIVE THE PLANNING COMMITTEE REPORT

(a) *To consider Planning Applications*

The Clerk had circulated a detailed list of current outstanding planning applications including applications received since the April Parish Council meeting and considered by the Planning Committee. The table below shows the plans that have been considered by the Parish Council's Planning Committee and the Planning Committee's comments. The Parish Councillors confirmed their agreement of the Planning Committee's comments.

Details of Planning Application	Comments
Ref: 12/00921/FUL – Two-storey side extension to existing dwelling: erection of two-storey detached dwelling and detached garage (Revised Scheme) at 10 Bankside Close by Mark Harris.	The Parish Council objects on the following planning grounds We have noted that the proposed

<ul style="list-style-type: none"> • 	<p>garage is now single-storey but with a pitched roof. The proposal is still a substantial development and over-development of a green space in a quiet residential area.</p> <p>We have received written objections from adjacent property owners.</p> <p>We believe that the grounds that we submitted on the previous application are still valid.</p>
<p>Ref: 12/00980/FUL – Single-storey side extension with rooms in roof and single-storey rear extensions at 85 Station Road by Ms Sheila Bloomer.</p>	<p>The Parish Council does not object but wishes to make the following comment.</p> <p>The plan disposes of the existing carport and substantially reduces car parking facilities on the site. There is a risk of increased car parking on Station Road (already problematical) and this site is within 200 metres of the proposed traffic lights to be installed at the junction of Station Road with the A59 to facilitate the Park & Ride.</p>
<p>Ref: 12/01110/FUL – First floor side extension at 6 Bankside Close by Mr Colin Sidaway.</p>	<p>No objections</p>
<p>Ref: 12/01134/FUL – Erection of 9no. dwellings with garages and associated access at The Green Service Station, The Green by Daniel Gath Homes.</p>	<p>The Parish Council objects on the following planning grounds.</p> <ol style="list-style-type: none"> 1. The Parish Council is of the opinion that three (not four) properties overlooking the Green would be more sympathetic to the street scene and would enable the access road to be wider and therefore more accessible. 2. This is an overdevelopment of a site in a congested area which will create problems of access and egress on to The Green, especially service vehicles (i.e. refuse collection etc) 3. Currently parking in this area causes difficulty (on a bus route) and vehicles accessing this development would add to traffic

	<p>congestion.</p> <p>4. The Parish Council wishes to be reassured that the pedestrian right of way between the proposed private road and Dikelands Close (delineated by a gate on the existing layout) remains solely for pedestrians and does not become a vehicular route. This comment is endorsed by residents of Dikelands Close.</p>
<p>Ref: 12/01135/CAC – Demolition of buildings in the Conservation Area at The Green Service Station by Daniel Gath Homes.</p>	<p>The Parish Council has no objections to the demolition providing that planning application 12/01134/FUL – Erection of 9no. dwellings with garages and associated access at The Green Service Station, The Green by Daniel Gath Homes is passed beforehand.</p>
<p>Ref: 12/01222/FUL – Replacement roof structure including dormer windows to front and rear, rooms within roof space, single-storey extension and porch to front (resubmission) at Thornbera, 8 Lime Garth by Mr & Mrs Tattershall.</p>	<p>No objections but, as the revised proposal still represents a substantial character change to the property which is situated in a circle of bungalows at the end of a cul-de-sac, we do recommend a site visit.</p>
<p>Ref: 12/01733/TCA – Fell Leylandii and reduce hazel back to hedge shape, Trees in the Conservation Area at 2 Oak Villa, Hodgson Lane by Dr Mark Roman.</p>	<p>No objections</p>

(b) To note Local Authority Planning Decisions

It was noted that the Local Planning Authority had approved the following applications:

- Ref: 12/00451/FUL – Single-storey side extension following demolition of existing garage at 17 Brackenhill by Mr Stephen Osbourne.
- Ref: 12/00478/FUL – Two-storey side and single-storey rear extension at 5 Willow Croft by Mrs & Mrs Jones.
- Ref: 12/00906/FUL – Two-storey side and single-storey rear extensions at 83 Station Road by Mr & Mrs Roger Grey.
- Ref: 12/00948/FUL – Single-storey rear extension at 21 Fairway Drive by Mr & Mrs Andrew Hume.

It was noted that the Local Planning Authority had refused the following applications:

- Ref: 11/02907/FUL – Change of use of existing building from storage to holiday let at Nairobi Stables, Boroughbridge Road by Mr Roger Wood.

- Ref: 12/00980/FUL – Single-storey side extension with rooms in roof and single-storey rear extensions at 85 Station Road by Ms Sheila Bloomer.

Dissatisfaction with the City Council's Planning Department was expressed. It was noted that often when the Parish Council submits reasoned objections to planning applications these are often not taken into account by the City Planners. It was agreed that a letter should be sent to the City Council's Chief Executive expressing the Parish Council's dissatisfaction with this part of the planning process. **(Action Councillor Robson and Clerk)**

(c) To consider the City Council's proposal to introduce electronic planning

A request had been received from Diane Wilkinson in the City Council's Planning Department for Parish Councils to complete an online questionnaire on electronic planning. Councillor Hawkins reported that most of the questions were straight-forward but that the Parish Council needed to express opinions on any concerns about electronic planning and what it felt that the City Council (CYC) could do to assist in the transition to electronic planning.

It was agreed that concerns should be expressed about the difficulty of accessing plans online, the problems with comparing existing and proposed plans online, the difficulties of using an A4 printout when making a site visit, particularly if discussing plans with neighbours.

With regard to what CYC could do to assist the transition, it was agreed that the suggestion from CYC that parish councils could use facilities at libraries or share facilities with other councils was impractical in terms of considering plans but that CYC could help by improving accessibility on its web site and by providing funding for parish councils to purchase equipment to enable them to display plans on a large screen at planning committee meetings or at parish council meetings when planning applications were being considered.

12.106 – TO CONSIDER ITEMS RELATING TO HIGHWAYS, FOOTPATHS, LAMPPOSTS & SIGNS

(a) To consider reports on vandalism

There were no reports of vandalism.

(b) To receive other reports

No reports.

12.107 – TO CONSIDER MATTERS RELATING TO THE VILLAGE GREENS

(a) Trees

It was noted that the suckers on the trees on the Green had been removed prior to the visit by the judges of the Yorkshire in Bloom Competition.

(b) Events

None.

(c) Maintenance –

i. To discuss refurbishing the War Memorial

Councillor Hawkins reported that he and Councillor Brydson had met with Adrian Buckley from Rotherhams to look at relettering the names on the War Memorial and that Adrian Buckley would provide a quotation in due course.

In relation to councillors forming a working party to clean the Memorial with a soft bristled brush and water as agreed at the previous meeting, it was reported that Adrian Buckley had said that a more thorough cleaning was possible due to the composition of the particular type of Portland Stone used for the Memorial. Adrian had therefore been asked to produce a report explaining the apparent discrepancy between his assessment of how the cleaning of the Memorial could be dealt with and the advice previously received from the War Memorials Trust as well as providing separate quotations for cleaning and relettering. It was therefore agreed to await the written report from Adrian Buckley before taking any further action with regard to cleaning the Memorial. In the meantime, the Clerk was asked to submit the necessary form to explore whether a grant would be available for refurbishing the Memorial. **(Action Clerk)**

ii. To review the grass cutting specification

The Clerk produced a draft specification. It was agreed that this should be included in the correspondence pack to enable Councillors to consider it. The revised specification is to be agreed at a future meeting.

iii. To consider a request to place a commemorative seat on the Green

It was reported that the resident making the request for a seat to commemorate his late father was now asking for a plaque to be placed on the Green; not a seat. It was agreed that a plaque would be inappropriate for the Green and the request was refused. **(Action Clerk)**

It was noted that the surface of the Green where the gas pipes had been laid was not recovering and needed work to restore the Green to its original state. It was resolved that the contractor should be asked to attend a site visit with the Councillors when he would be asked to make good the damage caused to the Green. **(Action Clerk)**

12.108 - TO RECEIVE COMMITTEES' REPRESENTATIVES REPORTS

Councillor Brydson reported on the PCT Executive Committee meeting held on 3 April and referred to her minutes of the meeting that had been sent to all Councillors.

12.109 – TO RECEIVE A REPORT ON VILLAGE POLICING

The following schedule of incidents in Upper Poppleton had been received from Nigel Colley PCSO 5642, Rural West Safer Neighbourhood Policing Team.

5 Mar	Autocrime	Catalytic convertor taken	Beech Grove
9 Mar	Burglary dwelling	House entered car and keys taken	Orchard Road
9 Mar	Burglary dwelling	House entered	Long Ridge Lane
14 Mar	Autocrime	Insecure vehicle entered	Main Street
14 Mar	Theft	Insecure cycle taken	Ebor Close
14 Mar	Theft	Candles stolen. 2 arrests.	Northfield Lane
15 Mar	Theft	Items taken from store.	Northfield Lane
23 Mar	Burglary Other	Garage entered, 1 arrest	Station Road
30 Mar	Stolen Motor Vehicle	Vehicle taken. 1 arrest.	Newlands Lane
1 Apr	Burglary Other	Scooters taken from shed - recovered	Station Road
6 Apr	Drugs	1 arrest. Possession of Class B	The Green
10 Apr	Theft x 2	2 arrests	Northfield Lane
20 Apr	Theft	Champagne stolen	The Green
26 Apr	Burglary Other	Shed entered. Nothing taken	Long Ridge Lane

12.110 – TO RECEIVE A REPORT FROM THE YORKSHIRE IN BLOOM COMPETITION WORKING PARTY

Councillor Allen reported that the visit to the village on 17 April by the judges went well. They were very impressed. They had congratulated Councillor Allen on the superb portfolio that he had written. The Councillors expressed their appreciation for the work that Councillor Allen and Mike Walker had put into the Competition so far.

Councillor Allen reported that the tubs have been bought. They will be put into position and then filled with compost. Mike Walker is growing plants for the tubs from seed.

The second visit by the judges is scheduled for July. The April visit overran by over an hour. The July visit has to fit into the two hours allocated for the inspection.

12.111 – TO RECEIVE AN UPDATE ON NEIGHBOURHOOD WATCH

Councillor Allen reported that a new Neighbourhood Watch pack is needed for residents. He is going to use the Children's Sports Day event as a vehicle to spread the word about Neighbourhood Watch. He said that the days when one resident looked after a street were gone and that a new approach was needed.

12.112 – TO RECEIVE AN UPDATE ON PLANS FOR THE QUEEN'S DIAMOND JUBILEE CELEBRATIONS

It was reported that 14 people had attended the Jubilee meeting held at the Poppleton Centre on 30 April. All Councillors have received a copy of the minutes of the meeting. The next meeting is to be held at the Centre on 29 May.

Councillor Robson showed the Councillors an A2 poster and an A3 poster. The A3 poster advertises the Jubilee Walk; one is to be put on to the gate to the Moat Fields and the other

on the door of the Tithe Barn. A2 posters which advertise all the events are to be put on the village notice boards

12.113 – TO REVIEW THE PARISH COUNCIL’S FREEDOM OF INFORMATION PROCEDURE AND RISK ASSESSMENT

It was agreed that Councillors Hawkins and Kendall will look at the Parish Council’s Freedom of Information Procedure and Risk Assessment and report back at a future Parish Council meeting. (**Action Councillors Hawkins and Kendall**)

12.114 – TO CONSIDER A QUOTATION FOR PROVIDING A PUBLIC NOTICE BOARD AT THE MAIN STREET END OF DIKELANDS LANE

It was agreed that a quotation from Ken Falkingham of £286 for a new notice board be accepted. The Clerk confirmed that he had obtained a licence from the City Council to erect the notice board.

12.115 – TO AUTHORISE REPAIRS TO THE FENCE BETWEEN THE ALLOTMENTS AND THE SCHOOL

It was noted that the railings in the fence had been damaged by a tree in the School grounds which had fallen over. It was agreed that the School be asked to mend the fence. (**Action Clerk**)

12.116 – TO DISCUSS NEIGHBOURHOOD PLANNING

Councillor Hawkins gave each Councillor a booklet entitled “How to shape where you live: a guide to neighbourhood planning” and requested that Councillors read the booklet and the subject will be discussed at the June meeting.

12.117 – TO NOTE FORTHCOMING MEETINGS

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
16 May	Poppleton Community Trust Executive	Poppleton Centre/ 7.00pm	Brydson
25 May	Ward Team	18 Back Swinegate/ 10.30am	Hawkins
29 May	Jubilee Committee	Poppleton Centre./ 7.30pm	All
31 May	YLCA York Branch	New Earswick/ 7.00pm	Hawkins

12.118 - TO CONSIDER MINOR MATTERS AND ITEMS FOR THE NEXT AGENDA

Minor Matters

None.

Items for the next agenda

The provision of a seat on the verge of the narrow section of Westfield Lane.

12.119 - TO AGREE THE DATE OF THE NEXT MEETING

The date of the next meeting was agreed as Monday 11 June 2012 at 7.00pm.

There being no other business the Chairman closed the meeting at 10.13pm.

CHAIRMAN

DATE.....

James Mackman, Clerk 22a Long Ridge Lane, Nether Poppleton, York YO26 6LX
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