

## UPPER POPPLETON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE POPPLETON CENTRE, MAIN STREET, UPPER POPPLETON AT 7.00 PM ON MONDAY 9 SEPTEMBER 2013

#### PRESENT

Councillor Peter Hawkins (Chairman)

Councillor Graham Buckle

Councillor Kathie Brydson

Councillor John Camplin

Councillor Vivien Crabb

Councillor Fiona Reilly

Councillor Stuart Robson

Councillor Rachel Watters

City Councillor Ian Gillies

Fifteen members of the public

Mr James Mackman (Clerk)

#### **13.165 - TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (NOT PREVIOUSLY DECLARED) ON ANY MATTERS OF BUSINESS**

None.

#### **13.166 - TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE**

Apologies for absence were received and accepted from Councillor Rowell.

#### **13.167 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 8 JULY 2013**

The minutes of the meeting held on 8 July 2013, having been circulated and read, were accepted and signed as a true record.

#### **13.168 - PUBLIC PARTICIPATION**

A large number of residents attended the meeting specifically for the item regarding the tables on the Green in front of the Lord Collingwood.

Four residents gave three-minute addresses to the meeting after which Councillors asked a number of questions.

#### **13.169 - TO RECEIVE CITY COUNCILLORS' COMMENTS - for information only**

City Councillor Ian Gillies reported that:-

- The City Council has carried out a comprehensive review of refuse collection. Households will now have to pay for the emptying of a second green bin.
- The traffic count for Black Dyke Lane shows a slight decline in usage from April to August.
- Winter road gritting will be restricted to bus routes.
- This year's Ward Committee's budget of £4,000 has been allocated to The Poppleton Youth Action Group, Copmanthorpe Youth Club, Rufforth Post Office and Poppleton Luncheon Club. £750 has been held back for contingencies.
- There has been no response from the Boundary Commission regarding the proposed Ward boundary changes.

It was agreed that agenda item 13.175(c)iii and 13.175(c)iv should be brought forward to this point on the agenda to enable the residents to hear the Councillors' deliberations without having to sit through the meeting. The minutes can be found below.

### **13.170 - TO RECEIVE THE CLERK'S REPORT**

*(a) Progress on cleaning the War Memorial (Min. 13.148a)*

It was noted that Ken Falkingham had washed down the War Memorial.

*(b) Progress on the replacement of the damaged panels in the bus shelter on the Green (Min. 13.148c)*

It was noted that the old panels had been replaced by new panels

*(c) Progress on the removal of the tree by the allotment (Min. 13.148d)*

It was reported that the school had written to say that they did not wish for the tree to be removed

*(d) Progress on removing the graffiti from the seat in Dikelands Lane (Min. 13.149e)*

It was noted that the graffiti has been removed.

*(e) Progress on removing the long grass at the entrances from the A59 to Hodgson Lane and Station Road 13.148f)*

It was noted that the grass had been cut prior to the visit of the Yorkshire-in-Bloom judges.

*(f) Progress on restoring the plinth outside Hudson Moody (Min. 13.148g)*

The Clerk reported that there has been a delay in restoring the plinth but that Hudson Moody have the work in hand.

*(g) Progress on restoring the Green in front of the new houses (Min. 13.148h)*

It was noted that the grass has been restored. The Councillors agreed that the City Council should again be asked to construct a kerb across the old entrance to the garage site.

*(h) Progress on resolving the problem with the Lime tree in Station Road (Min. 13.152(b) i)*

It was noted that the City Council has carried out work on the lime tree.

*(i) Progress on filling in the potholes (Min. 13.152(b) ii)*

The Clerk reported that he had obtained from the City Council details of the parameters it uses as to which potholes will be filled and which left. For a pothole to qualify to be filled it must measure at least 30cm across and be at least 4cm deep. It was noted that the two potholes that were the subject of this agenda item did qualify but, as yet, they had not been filled in. **(Action Clerk)**

*(j) Progress on painting the railway crossing gates (Min. 13.152(b) iv)*

There was no progress to report on this subject

*(k) Progress on the easement for the laying of a gas pipe to the new houses on the Green (Min. 13.153(c)i)*

The Clerk reported that he had instructed Burn & Co to prepare the easement but the representative of the contractor who carried out the work had not provided details of who would be the other party to the easement nor had he arranged for the other party's solicitors to contact Burn & Co. Councillors were unhappy with the lack of progress on this issue and it was resolved that the Clerk write to the developer, Daniel Gath Homes, to make them aware that the Parish Council held them responsible for providing details of who would be the other party to

the easement and for ensuring that the said other party provided details of their solicitor to Burn and Co. within seven days. (**Action Clerk**)

(l) *Progress on painting the fence by the Lord Collingwood (Min. 13.153(c)iii)*

It was noted that the fence had been replaced where appropriate and had been painted black. Two Leylandii had had to be removed to allow for the broken fence to be replaced.

(m) *Progress on the response to the York Draft Local Plan (Min. 13.160)*

It was noted that the Parish Council's submission had been sent to the City Council. The Chairman thanked the Councillors for preparing the submission.

**\* Councillor Buckle retired from the meeting at this point on the agenda.**

### **13.171 - FINANCE**

(a) *To receive a financial statement*

The Clerk presented a detailed report showing the actual income and expenditure for the previous financial year and a report for the current financial year for the period to 9 September 2013. The reports reflected the receipts and payments below. The bank balances at 9 September were:

Current Account		£500.00
Business Account	Money	Manager
		£22,529.53

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

1499	Poppleton Community Trust	Room hire – July	£30.60
1500	Summerfield Nursery	Grass cutting - July	£390.00
1502	James Mackman	Salary – August	£459.20
1503	Post Office Ltd	Tax – August	£114.80
1504	City of York Council	Installing kerbing on the island in front of the White Horse Inn	£1,185.00
1505	Ken Falkingham	Refurbishing the fencing alongside the Lord Collingwood	£695.97
1506	Linda Cariss	Internal audit fee	£80.00
1507	YLCA	9 copies of the Good Councillor's Guide	£18.00
1508	Summerfield Nursery	Grass cutting - August	£150.00
1509	James Mackman	Salary – September	£487.08
1510	Post Office Ltd	Tax – September	£121.60
1511	James Mackman	Expenses	£16.00

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

None

(d) *To consider buying the NALC book "Local Councils Explained"*

It was agreed to buy this book.

(e) *To confirm buying a copy of the 4<sup>th</sup> edition of the Good Councillor's Guide for each Councillor*

The Councillors confirmed the purchase of nine copies of this publication.

(f) *To agree a 1% salary increase for the Clerk backdated to 1 April 2013*

The Clerk explained that there has been a National agreement to increase Clerk's Salaries by 1% backdated to 1 April 2013. This is the first increase since 2009. It was agreed that the increase should be implemented.

(g) To agree to release the grant to the Poppleton Youth Action Group(PYAG)

Following the receipt of a request for funds from PYAG it was agreed to release the sum of £1,000 provided for PYAG in this year's budget

### 13.172 - TO NOTE CORRESPONDENCE RECEIVED

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

- (a) Clerk & Councils Direct - September 2013 - Issue 89
- (b) Environment Agency - Allerton Waste Recovery Park - permit confirmation
- (c) Julian Sturdy MP - notice of the dates of his surgeries
- (d) Martin House - Newsletter - Autumn Winter 2013
- (e) Nether Poppleton Parish Council - Minutes of 15 July meeting
- (f) Police & Crime Commissioner North Yorkshire - Special Constables advertisement
- (g) Rural Action Yorkshire - Networking event details
- (h) A letter from a resident giving details of his plan to provide extra parking in Main Street close to the Surgery

### 13.173 – TO RECEIVE THE PLANNING COMMITTEE REPORT

(a) *To consider Planning Applications*

The Clerk had circulated a detailed list of current outstanding planning applications including the application received since the July Parish Council meeting and considered by the Planning Committee. The table below shows the plans that were 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: 13/02154/ADV – Display of 1no. illuminated fascia sign, 1no. projecting sign and 1no. non-illuminated plaque sign at Co-operative Retails Services Ltd, The Green by Food Programme Delivery Orchid Group.	No objections
Ref: 13/02439/OUT – Outline application for demolition of existing buildings and erection of replacement petrol station with shop and drive-thru restaurant with associated parking and access at Wills & Ellis Garage, Boroughbridge Road by Skelwith Group.	The Planning Committee had objected to this application and submitted a detailed reply to the City Council. As the outline planning application had been approved by the City Council the response is not included here but can be obtained from the Clerk.
Ref: 13/02340/FUL – Erection of acoustic screen on rear roof and installation of 2no. refrigeration plant units at Co-op Retail Services Ltd, The Green by The Co-operative Group.	No objections providing that the conclusions reached in the Acoustic Assessment are complied with.
Ref: 13/02343/TPO – Crown reduce ash 2-3 metres; Crown reduce by 2-3 metres, crown thin by 15%, crown lift sycamore protected by Tree	No objections

Preservation Order No. 1/1970 at 9 Bankside Close  
by Mr E Hall.

Ref: 13/02554/FUL – Two-storey side and single-storey rear extension at 14 Beech Way by Mr David Elks.	No objections
Ref: 13/02674/TCA – Prune sycamore (T1) and Silver Birch (T2), Trees in the Conservation Area at Dene Holm, The Green by Mr Britton.	No objections
Ref: 13/02706/FUL – First floor extension to side at 19 Fairway Drive by Mr & Mrs McFerran.	No objections
Ref: 13/02778/TCA – Crown lift cypress, Tree in the Conservation Area at Oberland, Hodgson Lane by Mr Eddie Allen.	No objections
Ref: 13/02877/FUL – Replacement bay window at Black Dyke House, Black Dykes Lane by Mrs Denise Duncan.	No objections

*(b) To note Local Authority Planning Decisions*

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

- Ref: 13/01780/FUL – Erection of two-storey dwelling and detached garage following demolition of existing dormer bungalow at 97 Station Road by Mr Phil Brierley.
- Ref: 13/01794/FUL – Single-storey rear extension to existing bungalow at Nairobi Stables, Boroughbridge Road by Mr Roger Wood.
- Ref: 13/02154/ADV – Display of 1no. illuminated fascia sign, 1no. projecting sign and 1no. non-illuminated plaque sign at Co-operative Retails Services Ltd, The Green by Food Programme Delivery Orchid Group.
- Ref: 13/02439/OUT – Outline application for demolition of existing buildings and erection of replacement petrol station with shop and drive-thru restaurant with associated parking and access at Wills & Ellis Garage, Boroughbridge Road by Skelwith Group.
- Ref: 13/02340/FUL – Erection of acoustic screen on rear roof and installation of 2no. refrigeration plant units at Co-op Retail Services Ltd, The Green by The Co-operative Group.
- Ref: 13/02674/TCA – Prune sycamore (T1) and Silver Birch (T2), Trees in the Conservation Area at Dene Holm, The Green by Mr Britton.

It was noted that the following Local Planning Authority had refused the following application

- Ref: 13/01561/OUT - Erection of 8no. dwellings and associated infrastructure on land between Sports Field and Westview Close by Linden Homes North.

*(c) To agree the policy on the retention of planning applications*

The Clerk explained that most future planning applications will be sent to the Parish Council in electronic form. All planning applications can be viewed on the City Council's website. He said that he currently keeps planning application for three years and asked if it would be necessary to continue to keep the paper copies of planning applications and, if so, for how long? It was agreed that the Planning Committee would look through list of planning

applications being stored by the Clerk and make a decision on which to keep and which to dispose of. **(Action Councillor Robson)**

### **13.174 – TO CONSIDER ITEMS RELATING TO HIGHWAYS, FOOTPATHS, LAMPPOSTS & SIGNS**

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

i. Two of the new panels in the bus shelter on the Green have had an opaque substance thrown on them which has proved impossible to remove. The City Council is to be asked to remedy the situation. **(Action Clerk)**

ii. The “Black Dyke Lane” sign has been removed from the corner of the Lane with Station Road. The City Council is to be informed. **(Action Clerk)**

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

i. There are nettles growing over the public footpath between Dikelands Lane and Riversvale Drive. This is to be reported to the City Council. **(Action Clerk)**

ii. The seat next to Old Forge Surgery is unsafe and needs to be refurbished. **(Action Clerk)**

### **13.175 – TO CONSIDER MATTERS RELATING TO THE VILLAGE GREENS**

#### *(a) Trees –*

i. *To consider the next step for dealing with the stump of the elm tree on the Green*  
Suggestions from residents on what should be done with the stump were considered. It was resolved to leave the stump as it is.

ii. *To consider if the trees on the Green need to be pruned*  
A letter from a resident asking for the suckers growing from the base of the tree opposite the White Horse Inn was considered. It was agreed that the suckers should be removed. **(Action Clerk)**

#### *(b) Events*

None.

#### *(c) Maintenance –*

i. *Future maintenance of the War Memorial Garden*  
It was agreed that the Yorkshire in Bloom working group would take over the responsibility of maintaining the area round the base of the War memorial. Mike Walker asked for ideas for the future of this area.

ii. *To discuss the state of the track in Chantry Green and to decide on appropriate action*  
After discussion it was resolved to take no action on this subject.

iii. *To reconsider the decision in July 2011 to allow three picnic tables on the Green in front of the Lord Collingwood*  
After listening to the presentations made by residents and asking questions of the residents it was resolved that the decision made in July 2011 (11.140(c)ii) should remain unchanged. The decision in July 2011 was:-

- No more than two tables on the grass outside the Lord Collingwood in Hodgson Lane and one on the asphalt at any one time
- No advertising umbrellas
- No advertising media
- All litter to be removed
- Tables must be moved to allow the grass cutting contractor to cut all the grass
- Tables are allowed outside from 1 May to 31 October
- An A-board advertising meals is allowed

*iv. To consider a request to place removable rope barriers around the picnic tables on the Green in front of the Lord Collingwood*

It was resolved to allow a rope barrier to be installed between now and the end of October. The decision as to what form a barrier should be from May 2014 will be made at a later date.

*(d) Allotments*

No reports.

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

Councillor Hawkins reported on

- The Poppleton Ousebank School Governors meeting held on 15 July
- The Poppleton Transport Group meeting held on 18 July
- The Poppleton Community Trust Executive Committee meeting held on 5 August

### **13.177 – 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.

27 Aug	Theft	Trees taken	Boroughbridge Road
29 Aug	Theft	Fuel taken without paying	Boroughbridge Road

PCSO Colley reported that incidents show a reduction of 1% against last year's figures.

### **13.178 – TO DISCUSS MATTERS RELATING TO THE A59 PARK & RIDE.**

Work on the Park & Ride project is well underway. Problems with temporary traffic lights on the A59 had been experienced.

### **13.179 - TO CONSIDER PARISH COUNCILLOR TRAINING**

It was noted that there were no suitable training courses available at the moment.

### **13.180 – TO DISCUSS THE CELEBRATION OF CHRISTMAS 2013**

Councillor Watters reported that no interest had been shown so it was resolved not to pursue the subject.

### **13.181 - TO RECEIVE A REPORT ON THE 2013 YORKSHIRE IN BLOOM COMPETITION**

Mike Walker submitted the portfolio he had prepared for the Competition. Mr Walker said:-

- The declaration of the winners of this year's Yorkshire-in-Bloom Competition will be made at the event at the Racecourse on 17 September
- He will be ordering plants for next summer by the end of this September
- The tubs round the village will be replanted by the end of this October

- He is going to paint up an old bicycle to celebrate the Tour de France passing through Poppleton on Sunday 6 July 2014
- He will produce financial accounts showing income and expenditure up to the end of October 2013.
- The Chairman and the Councillors expressed their grateful thanks for all the work that Mr Walker had put into organising the villages' entry in this year's Yorkshire in Bloom Competition.

**13.182 - TO CONSIDER WHETHER TO PROCEED WITH A NEIGHBOURHOOD PLAN**

After discussion it was agreed that the City Council be asked if an Officer could come to address the Parish Council on the subject of Neighbourhood Plans. **(Action Clerk)**

**13.183 – TO CONSIDER REVIEWING THE STANDING ORDERS**

The Chairman reported that the Parish Council's Standing Orders need to be revised as they contain references to the now defunct Standards Board. It was agreed that the Chairman and Clerk should look to revise the Standing Orders where appropriate and report to the October Parish Council meeting. **(Action Chairman and Clerk)**

**13.184 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
18 Sep	Poppleton Community Trust Executive	Poppleton Centre/ 7.00pm	Hawkins
19 Sep	Poppleton Transport Group re A59 Park & Ride	Poppleton Centre/ 2.00pm	Hawkins, Robson, Clerk
25 Sep	Poppleton Youth Action Group AGM	Youth Club / 8.30pm	Rowell
3 Oct	YLCA York Branch	New Earswick Folk Hall/ 7.00pm	Hawkins
31 Oct	Ward Team	Askham Richard village hall/ 10.00am	Hawkins

**13.185 - TO CONSIDER MINOR MATTERS**

None.

**13.186 - TO CONSIDER ITEMS FOR THE NEXT AGENDA**

The purchase of daffodil bulbs and shrubs.

**13.187 - TO AGREE THE DATE OF THE NEXT MEETING**

The date of the next meeting was agreed as Monday 14 October 2013 at 7.00pm.

There being no other business the Chairman closed the meeting at 10.28pm.

CHAIRMAN .....

DATE.....

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