

## 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 13 JANUARY 2014

#### PRESENT

Councillor Peter Hawkins (Chairman)

Councillor Kathie Brydson

City Councillor Ian Gillies

Councillor John Camplin

Councillor Vivien Crabb

Six members of the public

Councillor Fiona Reilly

Councillor Stuart Robson

Mr James Mackman (Clerk)

Councillor Rachel Watters

It was noted with regret that Frank Rowell had resigned as a Parish Councillor.

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

Councillor Camplin declared that his wife had an interest in the Poppleton Under Fives – agenda item 14.007(j).

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

Apoloies for absence were received and accepted from Councillor Graham Buckle.

#### **14.003 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2013**

The minutes of the meeting held on 11 November 2013, having been circulated and read, were accepted and signed as a true record.

#### **14.004 - PUBLIC PARTICIPATION**

None.

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

City Councillor Ian Gillies reported that:-

- He is meeting with Council Officers next week to discuss the implications of the Tour de France on the City
- That the City's solicitor is looking to a possible closure of the stack yard in Black Dyke Lane
- Network Rail is locking the crossing gate for safety reasons and plead that they have no money to repaint the crossing gates
- More cars are parking near the station in Station Road, usually with two wheels on the pavement. He suggested that the Parish Council discuss this at a future meeting.

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

(a) *Progress on restoring the plinth outside Hudson Moody (Min. 13.215a)*

It was noted that the plinth has been rendered. It is to be repainted in the near future when the outside of the Hudson Moody premises is being refurbished.

*(b) Progress on kerbing the old entrance to the garage on the Green (Min. 13.215b)*

It was noted that the kerbing has been laid. The new verge will be seeded later in the year.

(c) *Progress on painting the railway crossing gates (Min. 13.215c)*  
No progress to report on this subject.

(d) *Progress on the easement for the laying of a gas pipe to the new houses on the Green (Min. 13.215d)*

The Chairman gave an account of the saga of the easement since the November meeting. He was confident that the easement would be signed in the next few days.

(e) *Progress on securing the panels in the bus shelter on the Green (Min. 13.215e)*

It was reported that a City Council Officer had visited the bus shelter and was putting in hand the work needed to secure the panels.

(f) *Progress on the reinstatement of the embankment outside Old School Court (Min. 13.215h)*

There was no news to report on this subject. The Clerk was deputed to ask the Joseph Rowntree Trust for details of the proposed work to the embankment. **(Action Clerk)**

(g) *Progress in securing the Section 106 money due on the development of the garage site on the Green (Min. 13.215m)*

The Section 106 money has still not been received. The Clerk is to pursue the City Council to ensure that it pays the money to the Parish Council. **(Action Clerk)**

#### **14.007 - 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 13 January 2014. The reports reflected the receipts and payments below. The bank balances at 13 January were:

Current Account Business Account	Money	£500.00	Manager
		£25,970.71	

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

1515	YLCA	Local Councils Explained - book	£49.60
1516	Poppleton Community Trust	Room hire – November	£20.70
1517	James Mackman	Salary – December	£463.98
1518	Post Office Ltd	Tax – December	£116.40
1519	Ken Falkingham	Repairs to Station Road village sign, repairing Edgar Lister seat	£76.50
1536	Yorkshire Water	Allotment water	£12.01
1537	Nether Poppleton Parish Council	Stationery adjustment for 2013	£106.07
1538	Nether Poppleton Parish Council	Wreath	£17.00
1539	James Mackman	Salary – January	£463.98
1540	Post Office Ltd	Tax – January	£115.80
1541	Ken Falkingham	Station Road seat repairs	£120.00
1542	James Mackman	Expenses including SLCC subscription	£147.88
		£64.29	

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

City of York Council	Double taxation relief	£2,249.90
HMRC	VAT refund	£611.47
HSBC	Bank interest	£4.08

(d) *To agree to pay a proportion of the Clerk's SLCC subscription*

It was agreed that the Parish Council would pay £64.29 towards the total of this year's subscription of £165.00.

(e) *To consider re-subscribing to the York Open Planning Forum*

It was resolved to pay no money to the Forum.

(f) *To consider a request from All Saints Church for a grant towards the cost of cutting the grass in the churchyard*

It was agreed that the grant for 2014-15 should be increased from £350 to £400.

(g) *To consider a request for a grant of £1,000 received from the Poppleton Youth Action Group*

It was agreed to grant the Group £1,000 in 2014-15.

(h) *To consider a request for a grant of £800 received from the Millennium Green Trust*

It was agreed to grant the Trust £800 in 2014-15.

(i) *To consider a request for a grant of £300 received from the Poppleton Community Railway Nursery*

It was agreed to grant this group £300 in 2014-15.

(j) *To consider a request for funding received from Poppleton Under 5s*

It was agreed to grant this group £500 in 2014-15.

(k) *To consider a request for a grant of £5,000 received from the Poppleton Community Trust*

The Trust's Chairman and Treasurer were in attendance and the Councillors asked them a number of questions. It was then resolved that the sum of £5,000 for the Trust be included in the budget for 2014-15 but that any grant would be dependent on the Trust coming up with specific proposals which would be considered at the time.

(l) *To agree the Budget for 2014-15 and set the precept*

The Councillors considered the revised draft budget. After discussion it was agreed that the budget be accepted. It was resolved that the precept for 2014-15 should remain at £20,155. The Chairman and Clerk signed the appropriate City Council request form. The agreed budget is attached to these minutes.

#### **14.008 - TO NOTE CORRESPONDENCE RECEIVED**

*14.008.01 - The Clerk referred to the following items of correspondence*

(a) An email from a resident suggesting that another tub be placed on the grass opposite the Co-op to help prevent vehicles from being parked on the Green

(b) A letter of thanks from the Poppleton Community Trust for the grant they have received

*14.008.02 - It was noted that the correspondence listed below had been circulated to the Councillors*

- (a) Northern Gas Networks - Invitation to workshops
- (b) YLCA - Branch Liaison Group representatives request
- (c) YLCA - Guidance for weekly bins collections

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

- (a) Boundary Commission for England - Final recommendations
- (b) Clerk & Councils Direct - January 2014 - Issue 91
- (c) Cloverleaf Advocacy - NHS complaint leaflets
- (d) Nether Poppleton Parish Council - Minutes of 21 October

**14.009 – 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 November 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: 13/03451/TCA – Fell Conifers x 5 and prune cherry. Trees in the Conservation Area at The Willows, Westfield Lane by Mrs Louise Hill.	No objections
Ref: 13/03505/FUL – Single-storey garage to side at 8 Brackenhills by Mrs Binns.	No objections
Ref: 13/03526/FUL – Two-storey and single-storey rear extensions at Cheriton, 16 Springfield Road by Mr & Mrs Docherty.	No objections
Ref: 13/03628/TPO – Crown clean, remove limb, lift, reduce back by 2m oak tree protected by Tree Preservation Order No. 1/1970 at 5 Bankside Close by Mr Britten.	No objections
Ref: 13/03678/FUL - Two storey side and rear and single storey side extensions at 14 Long Ridge Drive by Mr Rab Allen.	No objections
Ref: 13/03681/TCA – Re-pollard Lime tree, reduce Holly by 40%, trees in the Conservation Area at 3 Beech Grove by Ms Helen Spring.	No objections
Ref: 13/03813/FUL – Erection of dwelling house to side at Pear Tree Farm, Northfield Lane by Mr P Harper.	No objections

(b) *To note Local Authority Planning Decisions*

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

- Ref: 13/03186/FUL – Single-storey and rear extensions with rooms in roof and dormers to rear at Ash Grove House, Main Street by Mrs Dinka Knezevic-Sharp.
- Ref: 13/03194/FUL - Variation of condition 1 and 9 of planning permission 12/00921/FUL amending the approved drawings to allow roof height of new dwelling to match that of no.10 Bankside Close at 10 Bankside Close by Mark Harris.
- Ref: 13/03324/REM – Reserved matters application for approval of appearance, landscaping, layout and scale for the erection of 8no. dwellings and associated infrastructure following the grant of outline permission 12/01911/OUTM at land between Sports Field and Westview Close by Miss Claire Sampson.
- Ref: 13/03451/TCA – Fell Conifers x 5 and prune cherry. Trees in the Conservation Area at The Willows, Westfield Lane by Mrs Louise Hill.
- Ref: 13/03505/FUL – Single-storey garage to side at 8 Brackenhills by Mrs Binns.
- Ref: 13/03526/FUL – Two-storey and single-storey rear extensions at Cheriton, 16 Springfield Road by Mr & Mrs Docherty.

It was noted that the following application had been withdrawn:

- Ref: 13/03258/FUL – Single-storey rear extension and dormer window to rear at 2 Northfield Lane by Miss Claire Fox.

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

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

It was noted that a seat in Station Road had been damaged but it was not known if this had been vandalism or an accident.

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

None.

##### *(c) To consider the City Council's quotation for refurbishing the bus shelter opposite the Library*

It was reported that the Officer who looked at the bus shelter on the Green had inspected the Library bus shelter and was going to submit a question for having the panels replaced and a general refurbishment. The Chairman had obtained quotations from the makers of the bus shelter for replacing the panels with new Perspex panels and also with 10mm toughened glass. It was agreed that the City Council be asked to submit a quotation for toughened glass panels. **(Action Clerk)**

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

##### *(a) Trees – To consider quotations for work to the trees on Chantry Green*

Two quotations had been received for work to the trees. Sam Dickson had pointed out that the base of the cherry tree in front of Lancaster House had rotted and recommended that the tree be felled. It was agreed to accept Mr Dickson's quotation for the work to include the felling of the cherry tree. **(Action Clerk)**

##### *(b) Events*

None.

##### *(c) Maintenance –*

- To receive a report on the registration of ownership of the land between the Manse and Old Forge Surgery*

The Clerk reported having found half the paperwork needed to be referred to prior to writing to the Land Registry. As soon as all the paperwork is to hand the Land Registry will be asked to confirm that the above strip of land belongs to the Parish Council. **(Action Clerk)**

*ii. To agree to repair the broken seat in Station Road*

The Councillors agreed the action taken by the Clerk to have the broken seat mended.

*(d) Allotments*

It was reported that soil from the allotments in front of the Guild hut had leaked on to the pavement. It was agreed to investigate the problem and seek a solution.

**14.012 - TO RECEIVE COMMITTEES' REPRESENTATIVES REPORTS**

Councillors Hawkins and Robson reported on the Poppleton Transport Group meeting held on 21 November

**14.013 – 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.

6 Dec	Commercial burglary	Money, wine, other items taken from office	Boroughbridge Road
10 Dec	Theft	Diesel taken from tank	Boroughbridge Road
13 Dec	Auto crime	Christmas presents taken from insecure vehicle	Station Road

PCSO Colley reported that figures for Rural West York show an increase of 2% against last year

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

It was reported that lorry loads of kerbing and stones are soon to be delivered to the site and this may cause disruptions to the flow of traffic.

**14.015 - TO CONSIDER PARISH COUNCILLOR TRAINING**

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

**14.016 – TO AGREE TO CREATE A REGISTER OF COMMUNITY ASSETS**

This subject was discussed. It was noted that Part 5 Chapter 3 of the Localism Act 2011 provides for a scheme called ‘assets of community value’. Part of the Government’s community empowerment agenda, it requires a local council to maintain a list of ‘community assets’.

Nominations for community assets can be made by parish councils or by groups with a connection with the community. Individuals cannot nominate community assets. If the nomination is accepted, the group will be given time to come up with a bid for the asset when it is sold.

The right to bid only applies when an asset’s owner decides to dispose of it. There is no compulsion on the owner of that asset to sell it. The scheme does not give first refusal to the community group, and it is not a community right to buy the asset, just to bid. This means that the local community bid may not be the successful one.

It was agreed in principle to investigate the creation of a Register of Community Assets. **(Action all Councillors and Clerk)**



**14.017 – TO APPOINT A REPRESENTATIVE TO THE POPPLETON YOUTH ACTION GROUP**

Following the resignation of Frank Rowell, who was the Parish Council's representative on the Poppleton Youth Action Group, Councillor Robson volunteered to take his place. The Clerk is to inform the Group of the change of personnel. **(Action Clerk)**

**14.018 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
16 Jan	Ward Team	Askham Richard village hall/ 10.00am	Hawkins
21 Jan	Poppleton Community Trust Executive	Poppleton Centre/ 7.00pm	Hawkins
23 Jan	Poppleton Youth Action Group	15 Bankside Close/ 8.00pm	Robson
29 Jan	Poppleton Transport Group re A59 Park & Ride	Site Office/ 11.00pm	Hawkins, Robson
20 Feb	Parish Councils Tour de France Roadshow	Dry Sand Foundry, Foundry Square, Holbeck, Leeds, LS11 5DL/ 5.00pm	Robson, Clerk

**14.019 - TO CONSIDER MINOR MATTERS**

None.

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

To discuss the possibility of reinstating the weekly bin collections.

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

The date of the next meeting was agreed as Monday 10 February 2014 at 7.00pm.

There being no other business the Chairman closed the meeting at 9.57pm.

CHAIRMAN .....

DATE.....

