

## UPPER POPPLETON PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN ALL SAINTS CHURCH HALL, STATION ROAD, UPPER POPPLETON AT 7.00 PM ON THURSDAY 14 MAY 2015

#### PRESENT

Councillor Stuart Robson (Chairman)

Councillor Kathie Brydson,

Councillor John Camplin

Councillor Vivien Crabb

Three members of the public

Councillor Nigel Evans

Councillor Roper Langford

Mr James Mackman (Clerk)

Councillor Fiona Reilly

#### 15.100 - TO ELECT A CHAIRMAN

Councillor Robson was unanimously elected as Chairman.

#### 15.101 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF OFFICE

Councillor Robson signed the Declaration of Office.

#### 15.102 - TO CONFIRM THE COUNCILLORS' DECLARATION OF OFFICE

The Clerk confirmed that all the newly elected Councillors present had signed their respective Declarations of Office.

#### 15.103 – CO-OPTION AND INTRODUCTION OF NEW COUNCILLORS

The Councillors co-opted John Camplin and Fiona Reilly who signed their respective Declarations of Office.

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

Councillor Reilly said that she had a personal interest in the item about the Library request for funding for a display unit.

#### 15.105 - TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies for absence were received and approved from Councillor Buckle.

#### 15.106 - ANNUAL APPOINTMENTS

OFFICE	COUNCILLORS
Vice-Chairman	Crabb
General Purposes Committee	Three Councillors for a quorum
Planning Committee	Crabb, Brydson, Buckle
Adventure Playground Committee	Camplin
Cricket Club Steering Group	Robson
Poppleton Community Trust Observers	Brydson, Langford
Poppleton Moat Fields Management Group	Buckle
Poppleton Ousebank School Governors Representative	Evans
Poppleton Youth Action Group Representative	Camplin
Rural West York Ward Team Representative	Robson, Crabb
Yorkshire Local Councils Associations Representatives	Robson

#### **15.107 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 13 APRIL 2015**

The minutes of the meeting held on 13 April 2015, having been circulated and read, were accepted and signed as a true record.

#### **15.108 - PUBLIC PARTICIPATION**

Mr Scruton addressed the Councillors about the tables in front of the Lord Collingwood and asked for clarification of the Parish Council's position regarding future permission for the tables.

#### **15.109 - TO RECEIVE THE CITY OF YORK COUNCILLOR'S REPORT – FOR INFORMATION ONLY**

No City Councillor being present there was no report.

#### **15.110 – TO CONSIDER PLANS FOR THIS YEAR'S YORKSHIRE IN BLOOM COMPETITION AND TO RELEASE THE FUNDS PROVIDED IN THIS YEAR'S BUDGET**

Councillor Robson said that the tubs around the village are being tidied in readiness for the judges' next visit.

It was agreed to release the £500 provided in this year's budget so that the money is available to spend on plants etc.

#### **15.111 – TO DISCUSS THE NEW LOCAL PLAN**

There was no progress to report on this subject.

#### **15.112 – TO RECEIVE A PROGRESS REPORT ON THE NEIGHBOURHOOD PLAN FROM COUNCILLORS BRYDSON & CRABB**

Councillor Crabb reported the following summary of work on the Neighbourhood Plan by the working group to date.

- Planning group has continued to progress the Plan via weekly meetings, constant email contact and a further meeting with the City of York Council's (CYC) Planning Department.
- The final draft is currently with consultant Tom Woof (Durham) for examination and checking for legal compliance.
- Submission (three copies) to CYC will follow consultant's recommendation.
- After assessment by CYC Planning, the Plan will be put into the public domain for five weeks to allow for possible representation.
- CYC has emerged from pre-election "purdah" period, but a senior member of planning group is now on annual leave which may cause delay to the above stage.
- Application for further Locality funding was successful; £7,000 received. The planning group is within budget for costs to date and anticipated expenditure.
- Submission to a National Independent Examiner will follow the representation feedback stage.
- The Plan will then be available for the Policies to be circulated via a Referendum to all households in Nether and Upper Poppleton. Approval by more than 50% of parish respondents will ensure that the Neighbourhood Plan becomes part of planning law.
- In preparing its new Local Plan, CYC will then have legal obligation to consider the recommendations of the Neighbourhood Plan for Poppleton.
- As a further exercise in ensuring that residents have been part of the consultation process throughout, a display will be set up as part of the Poppleton Children's Sports Day, (25 May) with aerial photos, details of progress and explanation of the Referendum process.

**15.113 – TO RECEIVE AN UPDATE ON THE PARISH COUNCIL’S TWITTER ACCOUNT**

Councillor Reilly reported that there are now 94 followers and that she has been tweeting regularly including notice of this evening’s meeting.

**15.114 – TO RECEIVE AN UPDATE ON THE PARISH COUNCIL’S NEW WEBSITE**

The Clerk reported having updated most of the information so that the new website has the same information as the old (but still working) website. There are three references to the Poppleton Neighbourhood Plan on [www.plan4poppleton.co.uk](http://www.plan4poppleton.co.uk)

**15.115 – TO RECEIVE A REPORT ON THE PROGRESS WITH THE PRODUCTION OF A SPRING NEWSLETTER**

Councillor Robson reported that the Newsletter had been delayed until after the elections. It will be finalised shortly. It was agreed that the Newsletter for distribution to residents would contain Councillors’ name, phone number and email addresses. It was also agreed that when the Newsletter is downloaded on to the website the phone numbers will be omitted.

**15.116 – TO CONSIDER A REQUEST FROM POPPLETON LIBRARY FOR A GRANT TOWARDS THE COST OF A DISPLAY UNIT**

Councillor Reilly explained that the Library is no longer under the control of the City Council and that there was an obligation on the Library to raise funds in the community. The Library was requesting funds to replace a display unit that it had been using but had had to return. After a discussion it was agreed to give a grant of £275 towards the cost of a display unit. **(Action Clerk)**

**15.117 – TO CONSIDER THE YLCA’S TRAINING PROGRAMME**

It was agreed that three places on one of the “Developing Your Skills as a Councillor” courses should be booked. **(Action Clerk)**

**15.118 - PLANNING APPLICATIONS**

*(a) To consider Planning Applications*

The Clerk had circulated a detailed list of current outstanding planning applications including the application received since the April 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: 15/00668/FUL – Single-storey rear extension with rooms in roof, first floor balcony to rear and porch to front at The Old Coach House, Nursery to Red Lion by Mr Greg How.	No objections
Ref: 15/00779/FUL – Single-storey rear extension and erection of detached garage (revised scheme) at Toft Garth, Main Street by Mr Lawrence Philip Bean.	No objections

*(b) To note Local Authority Planning Decisions*

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

- Ref: 14/02810/FUL – Single-storey rear extension and roof lights to rear at 19 Station Road by Mr & Mrs Redman.

- Ref: 15/00266/FUL – Dormer to rear at Ash Grove House, Main Street by Mrs Dinka Knezevic-Sharp.
- Ref: 15/00312/ADV – Display of freestanding 12m totem sign at Wills & Ellis Garage, Boroughbridge Road by McDonald’s Restaurants Ltd.
- Ref: 15/00335/ADV – Display of 34no. various other signage including 1no. gateway, 9no. freestanding, 1no. side by side directional, 21no. dot signs and 2no. banners at Wills & Ellis Garage, Boroughbridge Road by McDonald’s Restaurants Ltd.
- Ref: 15/00336/ADV – Display of 7no. internally illuminated signs at Wills & Ellis Garage, Boroughbridge Road by McDonald’s Restaurants Ltd.

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

- Ref: 15/00547/FUL – Single-storey side extension attaching the main house to existing detached garage at Burlands Farm, Burlands Lane by Mr Tim Dean.

### **15.119 - TO CONSIDER MATTERS RELATING TO HIGHWAYS, FOOTPATHS, LAMPPOSTS & SIGNS**

*(a) To consider reports on vandalism*

There were no reports of vandalism.

*(b) To receive other reports*

The incidences of hedges growing over pavements was discussed it was agreed that there should be a mention of this in the Newsletter.

*(c) To discuss the repainting of the roadside fencing opposite the Poppleton Centre*

It was agreed that the City Council be asked to repaint the fence that runs alongside the beck opposite the Poppleton Centre tennis courts. **(Action Clerk)**

### **15.120 - TO CONSIDER MATTERS RELATING TO THE VILLAGE GREENS AND ALLOTMENTS**

*(a) Trees including a replacement tree for the felled tree in Chantry Green*

It was agreed that the replacement tree should be a flowering cherry and that the stump of the old tree should be ground out. **(Action Clerk)**

*(b) Events*

No new events to report.

*(c) Maintenance –*

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

No progress to report on this subject.

*ii. To consider a report on the possible installation of bollards on the pavement in front of the White Horse Inn*

Councillor Robson reported on having visited the site and that there would be room for pushchairs if bollards were installed. After a discussion it was resolved that the City Council be asked to give advice as to how to prevent the parking of cars alongside the footpath outside the White Horse Inn and to provide costings of the advice given. **(Action Clerk)**

*iii. To discuss the future of tables on the Green in front of the Lord Collingwood*

The Councillors considered the wording of the advertisement by Marstons in which it stated “There is additional seating on the village green”. It was resolved that the Clerk write to Marstons to inform them that permission for seating and tables on the Green was granted to the

current licensee. This cannot be transferred. A new licensee would have to apply to the Parish Council for permission. **(Action Clerk)**

The conditions previously attached to the permission to have tables on the Green were:-

- 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
- Tables must be removed every evening by 10.00pm
- An A-board advertising meals is allowed

*(d) Allotments including the future of the Poppleton Gardens Guild*

The Clerk reported on his attendance at the Garden Guild AGM. The main topic at the AGM had been the future of the Guild. Three of the Committee wished to retire and it was agreed that if no volunteers to replace them came forward before September then the Guild hut would not operate from 1 January 2016. Currently there is more than £9,000 in reserves. Normally this would be spent in August on stock for the forthcoming year. If there are no volunteers then no stock will be bought this year. The Guild Committee has considered a number of scenarios as to what it should do in the event of closing the hut.

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

- (a) Councillor Camplin gave a report on the Adventure Playground Committee's AGM on 5 May. At the meeting Officers had been elected and a Constitution produced.
- (b) Councillor Brydson had emailed a report of the Poppleton Community Trust's Executive Committee meeting which she had attended on 12 May.
- (c) Councillor Robson reported on the Cricket Club meeting held on 12 May. He said that:-
- i. A public meeting is to be held in July 2015 after which a constitution will be ratified, officers elected and a bank account opened.
  - ii. An indoor cricket school is to be held in the Poppleton Centre on five days during the summer holidays.
  - iii. The City Council has had the field surveyed and a report is being produced.
  - iv. Professional advice is being sought
  - v. The plan is to start the Cricket Club with juniors and expand to seniors at a later date

\* Councillor Reilly retired from the meeting at this point in the agenda.

**15.122 - TO RECEIVE A REPORT ON VILLAGE POLICING**

There was only one incident in Upper Poppleton during April as shown below in the information received from Nigel Colley PCSO 5642, Rural West Safer Neighbourhood Policing Team.

17 Apr	Burglary other	Garage entered and cycles taken.	Dikelands Lane
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PCSO Colley reported that there is not enough data at present to do a comparison year against year.

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

(a) *Progress on the request to resurface Long Ridge Lane (Min. 15.093b)*

No progress to report on this subject.

(b) *Progress on the straightening of the Chantry Green sign (Min. 15.093e)*

It was noted that the sign has been straightened.

(c) *Progress on securing the Lime Garth pump (Min. 15.093f)*

It was noted that the pump has been secured.

(d) *Progress on removing branches from the White Horse tree (Min. 15.090a)*

The branches have not yet been removed.

### 15.124 - 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 14 May 2015. The reports reflected the receipts and payments below. The bank balances at 14 May were:

Current Account	£500.00
Business Money Manager Account	£31,301.35

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

1645	Poppleton Children's Sports Day	Grant	£300.00
1646	Nether with Upper PCC	All Saints Church Hall room hire - May	£10.50
1647	James Mackman	Salary – May	£473.94
1648	Post Office Ltd	Tax – May	118.60
1649	James Mackman	Clerk's expenses	£53.73
1650	Brokers Network Ltd	Annual insurance renewal	£779.62
1651	Mike Walker	Yorkshire in Bloom grant	£500.00
1652	Poppleton Community Trust	Room hire - April	£20.70

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

Allotment holders	Annual rents	£22.50
City of York Council	1 <sup>st</sup> half year's precept	£10,279.00

(d) *To agree the signatories on a new bank mandate*

It was agreed to create a new bank mandate. Signatories are to be Councillors Robson, Brydson, Crabb, Evans, Langford and Reilly and the Clerk. The Clerk will arrange for the mandate to be completed. (**Action Clerk**)

### 15.125 – TO NOTE CORRESPONDENCE RECEIVED

15.125.01 – *The Clerk referred to the following items of correspondence*

- (a) CYC - Free Compost Giveaway posters which the Clerk had pinned to notice boards
- (b) CYC - Result of uncontested election notices
- (c) Helen Edwards - Request to put Tour de Yorkshire posters on notice boards
- (d) Poppleton Ousebank School informing the Parish Council that rats had been seen by the allotments. The Clerk had written to ask for more details
- (e) The Pensions Regulator - Booklet & staging date notification. The Clerk confirmed that he had responded to the Pensions Regulator and had agreed to be the nominated person

15.125.02 – It was noted that the correspondence received since the April Parish Council meeting, as listed below, had been circulated to the Councillors

- (a) CYC - Yortime News - May 2015
- (b) CYC - Rufforth with Knapton Neighbourhood Plan details
- (c) Treemendous of York - Tree planting
- (d) YLCA - Provision of Services Agreement, 2015-2016
- (e) YLCA - Training programme & White Rose update

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

- (a) Clerk & Councils Direct - May 2015, Issue 99
- (b) Martin House - Update - Spring 2015
- (c) Nether Poppleton Parish Council - Minutes of 16 March 2015

**15.126 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
19 May	Plan4Poppleton	Russett House/ 1.30pm	Brydson, Crabb, Langford
25 May	Poppleton Children's Sports Day	The Green – all day	All
27 May	Plan4Poppleton	5 School Lane/ 10.00am	Brydson, Crabb, Langford
2 Jun	Adventure Playground	Poppleton Centre/ 8.00pm	Camplin
4 Jun	YLCA York Annual Meeting	New Earswick Folk Hall/ 7.00pm	Robson
17 Jun	Poppleton Community Trust AGM	Poppleton Centre/ 7.00pm	All
19-20 Jun	Poppleton Beer Festival	Football Pavilion, Millfield Lane	All
TBA	Cricket Club	Poppleton Centre/ 7.00pm	Robson, Clerk
29 Jun	Rural West York Team	All Saints Church Hall/ 6.30pm	Robson
16 Jul	Cricket Club public meeting	Poppleton Centre/ 7.00pm	All
TBA	PYAG	15 Bankside Close/ 8.00pm	Camplin

**15.127 - TO CONSIDER MINOR MATTERS**

None.

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

None.

**15.129 - TO AGREE THE DATE OF NEXT MEETING AS MONDAY 8 JUNE 2015**

The date of the next meeting was agreed as Monday 8 June 2015 at 7.00pm.

There being no other business the Chairman closed the meeting at 10.32pm.

CHAIRMAN .....

DATE.....2015

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