

## UPPER POPPLETON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE POPPLETON CENTRE, MAIN STREET, UPPER POPPLETON AT 7.00 PM ON MONDAY 14 SEPTEMBER 2015

#### PRESENT

Councillor Stuart Robson (Chairman)

Councillor Kathie Brydson

Councillor John Camplin

Councillor John Pannell

City Councillor Ian Gillies

Mr James Mackman (Clerk)

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

None.

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

Apologies for absence were received and reasons approved from Councillors Graham Buckle, Nigel Evans, Roper Langford and the Clerk who was delayed at a funeral in Ripponden.

The Chairman reported that sadly Councillor Fiona Reilly had tendered her resignation owing to family commitments which meant she was unable to attend on Monday evenings. The Chairman had written to her thanking her for the contributions she had made.

#### **15.189 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 13 JULY 2015**

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

#### **15.190 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 3 AUGUST 2015**

The minutes of the meeting held on 3 August 2015, having been circulated and read, were accepted and signed as a true record.

#### **15.191 - PUBLIC PARTICIPATION**

None.

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

City Councillor Ian Gillies reported on the following items:-

The No. 10 bus service, the crossing gates in Station Road, the Local Plan and the British Sugar site.

#### **15.193 – TO RECEIVE A REPORT ON THIS YEAR'S YORKSHIRE IN BLOOM COMPETITION**

Councillor Robson reported that the village had received a Silver Gilt Award for the third year in a row. He gave thanks to all those who had helped in this year's competition. However he indicated that the Chairman of the organising group, Mr Mike Walker, may have to resign due to ongoing health problems and that entry to the competition in 2016 was very much in doubt. The Council Chairman was asked to write a letter of thanks to Mr Walker for all his efforts during the past years. **(Action Councillor Robson)**

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

It was noted that work on the Local Plan is on-going and further guidance was awaited from York City Council

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

Councillor Brydson tabled the following report

- August has been particularly frustrating from the City Council side as there were only out of office responses to questions with the exception of information about maps which was not eventually necessary,
- Second health check conducted by Mr Bryan and has shown that we are not only on the right lines, in terms of what our community wants but heading toward the right language for the planners to understand.
- New maps have been commissioned to improve the link between the policies and the maps.
- The continued issues of an Environmental Assessment are now reaching a conclusion, in that it is not needed, or an impasse in that the situation cannot be agreed.
- The Neighbourhood Plan Committee has contacted the local MP to voice the frustrations with the process and obstacles that are being placed in the way of the plan.
- Meeting to be held at the City Council offices on Wednesday 16 September. Hopefully to agree a timescale for the way forward

#### **15.196 – TO RECEIVE AN UPDATE ON THE PARISH COUNCIL'S TWITTER ACCOUNT**

In the absence of Councillor Reilly there was no report.

#### **15.197– TO RECEIVE AN UPDATE ON THE PARISH COUNCIL'S NEW WEBSITE**

In the absence of the Clerk there was no report on this subject.

#### **15.198– TO CONSIDER THE FUTURE OF THE POPPLETON.NET WEBSITE**

It was agreed to defer discussion on this subject until the October meeting.

#### **15.199 – TO CONSIDER COUNCILLOR TRAINING**

It was agreed that Councillors Brydson and Crabb should attend the YLCA planning course in York on 7 November at a cost of £230. **(Action Clerk)**

#### **15.200 – TO DISCUSS THE LOCATIONS OF POST BOXES IN UPPER POPPLETON**

It was noted that there are currently three post boxes in Upper Poppleton. One in Station Road near the A59 junction, one in Ebor Way and the third on the forecourt of the now closed Post Office in Station Road. This forecourt will shortly be incorporated into the garden so the post box will be moved. The Councillors agreed that Royal Mail be asked to move the post box to the Green, preferably on the site where the telephone box now stands. **(Action Clerk)**

#### **15.201 – TO DISCUSS THE FUTURE OF THE POPPLETON GARDEN GUILD**

It was agreed to defer discussion on this subject until the October meeting, pending a meeting of the Guild committee in the near future. The Guild will probably finish its activities at the end of 2015. Councillor suggested that the hut on the site might be used as a 'village store' for parking signs, road closure signs etc. The Chairman is to discuss this idea with the Guild Chairman, Dr Phillip Moger.

#### **15.202 – TO DISCUSS THE FUTURE OF THE PHONE BOX ON THE GREEN**

It was noted that the phone box on the Green is one that BT list as one of their post boxes for sale for £1. According to BT it has only been used twice in the last 2 years. It was agreed that

the Parish Council acquires the phone box. It was also noted that a person living near the Green had expressed an interest in acquiring the box for their garden. **(Action Clerk)**

**15.203 - TO APPOINT A REPRESENTATIVE ON THE CYCLING STEERING GROUP**

Councillor Pannell agreed to be the Parish Council’s representative on the Cycling Steering Group. The Clerk is to inform Barry Otley of this. **(Action Clerk)**

**15.204 - 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 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: 15/01487/ADV – Display of 7no. internally illuminated signs (revised scheme) at Wills and Ellis garage, Boroughbridge Road by McDonald’s Restaurants Ltd.	No objections
Ref: 15/01501/FUL – Single-storey rear extension and construction of boundary fence to front (part retrospective) at 6 Beech Grove by Mr John Pallister.	No objections
Ref: 15/01506/FUL – Construction of climbing play frame at Wills and Ellis Garage, Boroughbridge Road by McDonald’s Restaurants Ltd.	<p>The Parish Council objects on the following planning grounds:-</p> <ul style="list-style-type: none"> <li>• The play area is inappropriate with traffic flow in a limited site.</li> <li>• There is a clear possibility of an accident occurring with distracted children exiting cars</li> <li>• It is garish and looks like a very ugly blight on the landscape</li> </ul>
Ref: 15/01560/FUL - Variation of condition 2 of permitted application 14/00929/FUL to alter windows, height of eaves and porch design at 37 Station Road by Mr & Mrs Mark Glenister.	No objections
Ref: 15/01606/FUL – Change of use from post office and dwelling to dwelling (use Class C3) and replacement single storey front extension including erection of front boundary fence/wall 1.76m high at Upper Poppleton Delivery Office, Station Road by Mr Alan	No objections

Farnsworth.	
Ref: 15/01762/TPO – Application to crown thin and crown reduce 1 no. beech at 1 Willow Croft by Mr David Wilson.	We support the application
Ref: 15/01828/FUL – Single-storey rear extension and 8no. rooflights to existing roof at 44 Long Ridge Lane by Mr & Mrs Johnson.	The Parish Council has no objections but would like a Conservation Officer to view to safeguard the Edwardian exterior of house as this is in Conservation Area
Ref: 15/01836/FUL – Conversion and change of use of outbuildings and adjacent land to pre-school nursery (use class D1), associated car and cycle parking and widening of access at The Gardens, Boroughbridge Road by Mr & Mrs Nimmo.	The Parish Council has no objections but has the following comments <ol style="list-style-type: none"> <li>1. This is a major change of use to commercial enterprise by conversion of farm outbuildings.</li> <li>2. There is a narrow concealed private drive for access and egress onto congested section of A59 at times of peak traffic</li> <li>3. There is no pavement on side of entrance.</li> <li>4. The access drive also serves two other properties which would be affected by increased traffic.</li> </ol> We strongly recommend that a Planning Officer visits the site at times of peak traffic.
Ref: 15/01855/TPO – Fell Horse Chestnut tree protected by Tree Preservation Order No.: 1/1970 at 13 Bankside Close by Mr Frank Rowell.	No objections
Ref: 15/01907/FUL – Single-storey rear extension at Holly Bank, Hodgson Lane by Ms S Ward.	No objections
Ref: 15/01984/TCA – Crown reduce and thin by 20% Lime tree in a Conservation Area at 19 Beech Grove by Mrs May.	The Parish Council has no objections but wishes to point out that the tree is in the Conservation Area.

*(b) To note Local Authority Planning Decisions*

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

- Ref: 15/00560/FUL – Single-storey side extensions and dormer and roof lights to side at Lime Tree House, Main Street by Mrs Dinka Knezevic-Sharp.
- Ref: 15/01181/FUL – Two-storey rear extension at 47 Station Road by Mr Geoff Rafton.
- Ref: 15/01255/TCA – Fell 3no. Sycamore trees in the Conservation Area at Ambleside, 2 Manor Close by Mrs S Palmer.
- Ref: 15/01366/FUL – Single-storey side extension at 20 Dikelands Lane by Mr Ashley Mathieson.
- Ref: 15/01487/ADV – Display of 7no. internally illuminated signs (revised scheme) at Wills and Ellis garage, Boroughbridge Road by McDonald's Restaurants Ltd.

- Ref: 15/01506/FUL – Construction of climbing play frame at Wills and Ellis Garage, Boroughbridge Road by McDonald’s Restaurants Ltd.
- Ref: 15/01560/FUL - Variation of condition 2 of permitted application 14/00929/FUL to alter windows, height of eaves and porch design at 37 Station Road by Mr & Mrs Mark Glenister.
- Ref: 15/01606/FUL – Change of use from post office and dwelling to dwelling (use Class C3) and replacement single storey front extension including erection of front boundary fence/wall 1.76m high at Upper Poppleton Delivery Office, Station Road by Mr Alan Farnsworth.
- Ref: 15/01762/TPO – Application to crown thin and crown reduce 1 no. beech at 1 Willow Croft by Mr David Wilson.

It was noted that the following applications had been withdrawn.

- Ref: 15/01366/FUL – Single-storey side extension at 20 Dikelands Lane by Mr Ashley Mathieson.
- Ref: 15/01704/TPO – Crown clean, thin, draw back Beech tree protected by Tree Preservation Order No.: 2/1991 at 1 Willow Croft by Mr Wilson.

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

*(a) To consider reports on vandalism*

There were no reports.

*(b) To receive other reports*

It was reported that the street light in Black Dyke Lane is not functioning.

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

*(a) Trees including a request for a tree to commemorate the late Sue Wright*

The Chairman reported that the Parish Council has received a request to have a seat on the Green to commemorate the late Sue Wright. After discussion it was agreed that the Chairman would discuss the subject with Sue Wright’s relatives and report back to the next meeting. **(Action Councillor Robson)**

*(b) Events*

It was noted that the Remembrance Service will be held on the Green on Sunday 8 November. It is anticipated that arrangement for the Service will be organised by Peter Powell.

*(c) Maintenance –*

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

The Chairman reported that progress on this subject is on-going.

*ii. To consider a report on the installation of bollards outside the White Horse Inn*

The Chairman reported that progress on this subject is on-going.

*(d) Allotments*

No report.

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

*(a) Cricket Club*

Councillor Robson reported that there had been no further progress on this subject.

*(b) Poppleton Community Trust*

Councillor Brydson reported that the next meeting of the Trust was later this week.

*(c) Rural West York Team*

Nothing meaningful to report on this subject.

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

The following schedule of incidents in Upper Poppleton had been received from Laura Thompson PCSO 5645, Rural West Safer Neighbourhood Policing Team.

1 Aug	ASB	There was a party ongoing somewhere on Main Street. Officers found the party, teenagers asked to keep the noise down.	Main Street
5 Aug	Suspicious	2 Males going door 2 door. Trying to sell laminated items, stated they were from Wetherby Young Offenders.	Station Road
11 Aug	Theft	Theft of solar lights from garden	Station Road
13 Aug	ASB	Three cars speeding around the car park. Vehicle details obtained and drivers spoken to	Poppleton Centre

**15.209 - TO RECEIVE THE CLERK'S REPORT**

*Progress on the repainting of the roadside fencing opposite the Poppleton Centre (Min. 15.148c)*

It was noted that the fence has not yet been painted

**15.210 - 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 September 2015. The reports reflected the receipts and payments below. The bank balances at 14 September were:

Current Account	£500.00
Business Money Manager Account	£24,313.08

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

1670	Vision ICT	Uploading historic minutes to website	£100.00
1671	Exactis	Printing the Newsletter	£294.51
1672	Poppleton Community Trust	Room hire – June	£20.70
1673	Poppleton Community Trust	Room hire – July	£20.70
1674	James Mackman	Salary – August	£474.14
1675	Yorkshire Water	Allotment water	£10.61
1676	Post Office Ltd	Tax – August	£118.40
1677	Poppleton Community Trust	Room hire – August	£20.70
1678	James Mackman	Salary – September	£473.94
1679	James Mackman	Clerk's expenses	£62.66
1680	Post Office Ltd	Tax – September	£118.60
1681	PKF Littlejohn	External audit fee	£200.00

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

None

*(d) To consider releasing the 2015-16 grant to the Poppleton Community Trust*

The Poppleton Community Trust had written to say that they were applying to the Marks and Spencer Community Energy Fund (M&SCEF) for a grant of £12,500 towards the £28,500 cost of installing solar energy panels on the roof of the Poppleton Centre. The PCT were asking the Parish Council if it would provide the sum of £5,000 to go towards the funding gap should the application to M&SCEF be successful. The Councillors agreed that the Parish Council would give the sum of £5,000, payable on demand, if a bid were successful. A grant of up to £5,000 had already been factored into the UPPC budget for 2015 for capital expenditure by the Trust.

*(e) To agree to amend Standing Orders and Financial Regulations to comply with the Public Contracts Regulations 2015*

It was noted that the YLCA had sent the wording for this amendment and it was mandatory to incorporate it into the Parish Council's Standing Orders. The Councillors resolved to adopt the amendment.

**15.211 – TO NOTE CORRESPONDENCE RECEIVED**

*15.211.01 – The Clerk was not present for this part of the meeting but had left notes on the following items of correspondence*

- (a) Ainsty (2008) Internal Drainage Board - Audit Notice which the Clerk had put on the All Saints Church notice board
- (b) Came & Co - Council Matters Newsletter
- (c) CYC - Note of Electoral Registers for Councillors who could apply for a personal copy. Application forms offered.
- (d) PKF Littlejohn - Annual Return returned and invoice
- (e) A letter from a resident who was complaining about the state of the footpaths in Main Street and a request to have the 20mph limit in Main Street extended to give some protection to the residents of Old School Court. The points were discussed, but the footpaths are a highways issue, and the speed limits are not a practical proposition. A suitable reply is to be sent **(Action Clerk)**
- (f) Sue Gill – CYC - Decision on Post Office directional sign

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

- (a) CPRE - Our Green Belt Campaign
- (b) CYC - Devolution meetings notice
- (c) ExploreYork - Yortime News - September 2015
- (d) Julian Sturdy – Four E-Bulletins
- (e) Max Driffield - Moth survey 31 July
- (f) North Yorkshire Police - E-newsletter
- (g) Riina Raabis - MakeItYork newsletter email
- (h) Rural Action Yorkshire - Good Neighbour Scheme
- (i) Rural Action Yorkshire - RAY News 26 - July eBulletin
- (j) Rural Action Yorkshire - Invitation to Community Hall event at Pickering
- (k) Sheree Evans - Police-Live streaming email
- (l) YLCA - Standards board - elected representatives
- (m) YLCA - Grants information email
- (n) YLCA – Two White Rose updates
- (o) YLCA - Question re Councillors Skills Courses
- (p) YLCA - Understanding the Planning System Training Events
- (q) York Community Energy - Visit to Hockerton Housing Project

15.211.03 – 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 2015, Issue 101
- (b) HBC - Local Plan Consultation
- (c) Martin House - Newsletter Autumn 2015
- (d) North Yorkshire Fire & Rescue Authority - Consultation letter
- (e) Nether Poppleton Parish Council - Minutes of 20 July 2015

**15.212 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
16 Sep	Neighbourhood Plan	West Offices/ 2.00pm	Brydson, Crabb
16 Sep	Working together	West Offices/ 2.00pm	Robson
17 Sep	Poppleton Community Trust Exec	Poppleton Centre/ 7.30pm	Brydson
26 Sep	Adventure Playground Group	Poppleton Centre/ 7.30pm	Camplin
26 Sep	Meeting with Julian Sturdy MP	Skelton Village Hall/ 9.30am	Robson, Brydson, Crabb
30 Sep	PYAG – AGM	Youth Club/ 8.30pm	All
1 Oct	YLCA York Branch	New Earswick Folk Hall/ 7.00pm	Robson

**15.213 - TO CONSIDER MINOR MATTERS**

None.

\* The Clerk arrived at this point in the agenda and gave his apologies.

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

None.

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

The date of the next meeting was agreed as Monday 12 October 2015 at 7.00pm.

There being no other business the Chairman closed the meeting at 9.05pm.

CHAIRMAN .....

DATE.....2015

James Mackman, Clerk 39 Calder Avenue, Nether Poppleton, York, YO26 6RG  
Tel: 01904 399277 - email [jmackman3@gmail.com](mailto:jmackman3@gmail.com)