

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 12 JANUARY 2015

PRESENT

Councillor Stuart Robson (Chairman)

Councillor Kathie Brydson

City Councillor Ian Gillies

Councillor Graham Buckle

Councillor John Camplin

Three members of the public

Councillor Vivien Crabb

Councillor Nigel Evans

Mr James Mackman (Clerk)

Councillor Roper Langford

Councillor Rachel Watters

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

None

15.002 - TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies for absence were received and accepted from Councillor Fiona Reilly.

15.003 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 10 NOVEMBER 2014

The minutes of the meeting held on 10 November 2014, having been circulated and read, were accepted and signed as a true record.

15.004 - PUBLIC PARTICIPATION

None.

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

City Councillor Ian Gillies reported that:-

- The City Council is looking at the possibility of having the grey bin refuse collection every three weeks
- The decision to consider whether or not to continue subsidising some bus routes in the City (including the No. 10 in Poppleton) has been deferred – probably until after the City Council elections in May.
- Flooding in the new underpass under the A1237 had occurred because a pump had broken. This has been fixed.
- Steps are being taken to ensure that the lights in the A59 Park & Ride do not shine intrusively outside the car parking area.

In a response to a question from Councillor Watters, Councillor Gillies said that correction to the timing of the traffic lights at the end of Station Road was imminent.

15.006 – TO DISCUSS PROGRESS ON:-

(a) *Cricket club*

Councillor Robson reported on a meeting held on 7 January when progress was made towards the creation of a Cricket Club in Poppleton.

(b) Adventure playground

Councillor Camplin reported that meetings had been held on 20 November and 16 December. The group had discussed the City Council's attitude towards the development of a playground and a number of proposals are being considered.

15.007 – TO RECEIVE A PROGRESS REPORT ON THE LOCAL PLAN FROM CLLRS BRYDSON AND CRABB

Councillor Crabb reported that the City Council's Plan had been rejected because of lack of evidence for housings needs and insufficient baseline data. There was no progress to report.

15.008 – TO RECEIVE A PROGRESS REPORT ON THE NEIGHBOURHOOD PLAN FROM COUNCILLORS BRYDSON AND CRABB

A resident from Villa Court addressed the meeting and said that he had many years of relevant experience and offered his help. It was recommended that the resident be co-opted as a member of the Neighbourhood Planning Group.

Councillors Crabb and Brydson reported the following on the Neighbourhood Plan: -

- Designated area finally confirmed 15/10/2014
- Three Consultation meetings held with presentation 9/9, 23/9, 6/10
- Questionnaire developed, designed and printed for the village 25/11/2014
- Questionnaire distributed by councillors by 1/11/2014 (many thanks)
- Questionnaires collected regularly and collated (400+ returned by 11/11)
- Business questionnaire developed, designed and printed 25/11/14
- Returned questionnaire analysed and collated 11/11/14 returned 60/90
- Aerial photographs commissioned 19/10. 26/10
- Locality call for further bridging funding completed 7/11/14
- Acknowledgment of funding application with request for quote for website and consultant's timescales 8/11/14
- Hutton Peach have created a website specifically for the Neighbourhood Plan. This will be cancelled when the planning procedure has ended
- Consultant contacted with specification and deadline set. 11/11/14
- Public display arranged for Methodist Hall 29 /11/14
- Further consultation and feedback from questionnaires held in December in All Saints Church Hall.

NEXT STEPS

- Get Website set up and advertised.
- Meet with Consultant to agree policy development
- Policies to be placed on Website for consultation and response
- Draft Neighbourhood Plan to be developed
- Further consultation and submission
- Independent Examination
- Referendum and adoption
- Co-option of Councillor Langford to the working group

It was noted that four of the aerial photos of the villages had been sent to Eric Pickles the Secretary of State for Communities and Local Government

The Chairman, on behalf of the Parish Council, thanked Councillors Brydson and Crabb for the work they have done on creating the Parish Council's Neighbourhood Plan.

15.009 – TO RECEIVE AN UPDATE ON THE PARISH COUNCIL'S TWITTER ACCOUNT

In Councillor Reilly's absence there was no report except to say that there were now 60 followers.

15.010 – TO AGREE THE FUTURE OF THE PARISH COUNCIL'S WEBSITE

It was agreed that the Parish Council should engage Vision ICT to create the new website for the Parish Council providing that the Parish Council did not have to enter into a long contract. **(Action Clerk)**

15.011 - TO RECONSIDER THE BOUNDARY REVIEW WITH RESPECT TO WESTVIEW CLOSE

It was noted that the new houses in Westview Close are built on land which borders Upper Poppleton Parish and Rufforth with Knapton Parish so that parts of most new plots are in both Parishes. With the Boundary Review in mind the idea of requesting that the boundary be moved so that each plot is in just one Parish was considered.

It was pointed out that the Parish Councils' Neighbourhood Plan had an agreed designated area which incorporates the current boundary. It would be difficult to amend the boundary at this time. It was also suggested that the new residents should be consulted as to which Parish they would prefer to be in.

In the circumstances it was agreed to maintain the status quo but leave the subject on the table for future discussion. The Chairman is to have an explanatory conversation with the Chairman of Rufforth with Knapton Parish Council.

15.012 - TO GIVE FURTHER CONSIDERATION TO PARKING PROBLEMS AROUND THE GREEN, MAIN STREET AND STATION ROAD

The Clerk reported have received two responses from the residents living near the railway crossing gates in Station Road who were asked for their opinion on having double yellow lines painted on the road outside their houses. Both responses were in favour. It was agreed that the City Council be asked to proceed with the procedure needed to have double yellow lines painted on the road adjacent to the level crossing. **(Action Clerk)**

There was a discussion on the idea of having a single yellow line painted between the Post Office and the Dentists' Surgery and of creating a passing place by having a yellow line painted (about three cars' lengths) by the kerb between the Old Forge Surgery and the entrance to Blairgowrie.

It was agreed that Alistair Briggs, the City Council's Traffic Network Manager, should be invited to the next Parish Council meeting to give advice on the subject of the yellow lines. **(Action Clerk)**

15.013 – 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: 14/02352/FUL – Two-storey and single-storey rear extension (resubmission) at 6 Northfield Lane by Mr Nigel Thompson.	No objections
Ref: 14/02426/FUL – Porch to front at 5 Brackenhill by Mr & Mrs Holmes.	No objections
Ref: 14/02673/FUL – Single-storey rear extension at Thornfield House, Hodgson Lane by Mr P Chitsabesan.	We have no objections to the application but request that an Officer visits the site to ascertain that the proposed extension is compatible with the Conservation Area.
Ref: 14/02704/FUL – Single-storey rear extension, replacement pitched roof to garage and extension to porch at 23 Elm Tree Avenue by Mr & Mrs Roger Hall.	No objections
Ref: 14/02706/FUL – Single-storey rear extensions to 2 and 3 Northfield Lane by Miss Claire Fox.	The Parish Council does not object to the application but requests that an Officer visits the site to ascertain if the street scene will not be spoilt by the development.
Ref: 14/02789/OUTM – Outline application for the development of the site comprising up to 1,100 residential units, community uses (D1/D2) and new public open space with details of access (to include new access points at Millfield Lane and Boroughbridge Road and a new link road, crossing the Former Manor School Site) and demolition of the Former Manor School buildings at British Sugar Corporation Ltd, Plantation Drive by British Sugar.	In transit
Ref: 14/02810/FUL – Single-storey rear extension and roof lights to rear at 19 Station Road by Mr & Mrs Redman.	No objections
Ref: 14/02847/FUL – Erection of detached garage with store over at 97 Station Road by Mr Phil Brierley.	In transit



(b) To note Local Authority Planning Decisions

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

- Ref: 14/01927/FUL – Two-storey side and single-storey rear extension at 81 Station Road by Ms Fiona Riley.
- Ref: 14/01950/FUL – Alterations to ground floor to convert existing accommodation into 2no. annexes, two-storey rear and single-storey side and rear extensions, conversion of garage into habitable room and alterations to front elevation at Dutton Farm, Boroughbridge Road by Mr & Mrs David Pinkney.
- Ref: 14/02352/FUL – Two-storey and single-storey rear extension (resubmission) at 6 Northfield Lane by Mr Nigel Thompson.
- Ref: 14/02426/FUL – Porch to front at 5 Brackenhills by Mr & Mrs Holmes.
- Ref: 14/02673/FUL – Single-storey rear extension at Thornfield House, Hodgson Lane by Mr P Chitsabesan.

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

(a) To consider reports on vandalism

None.

(b) To receive other reports

None.

15.015 – TO CONSIDER MATTERS RELATING TO THE VILLAGE GREENS

(a) Trees

It was noted that the elm tree on the Green is to be removed within the next ten days.

(b) Events

None.

(c) Maintenance including receiving a report on the registration of ownership of the land between the Manse and Old Forge Surgery

The Clerk reported that Graeme Burn would aid the Parish Council in drawing up “Statements of Truth” to be completed by chosen residents who had lived in the village for many years. These would enable the legal process of having the Parish Council’s ownership of the Green registered with the Land Registry. Mr Burn would also need to see all the documentary evidence of the Parish Council’s ownership of the Green. **(Action Clerk)**

(d) Allotments including the administration of the Beech Grove allotments

The Clerk reported that he had found documentation of the fact that the land on which the Beech Grove allotments are situated was transferred to the Parish Council’s ownership in the 1970s. It was agreed that a simple lease be drawn up to show that the Beech Grove Allotment Association were the official lessees of the allotments. **(Action Clerk)**

15.016 - TO RECEIVE COMMITTEES’ REPRESENTATIVES REPORTS

(a) Councillor Brydson had emailed notes on the Poppleton Community Trust Executive meeting held on 6 January.

(b) Councillor Robson reported on the Rural West York Team meeting held on 24 November.

15.017 – 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 Nov	Criminal damage	Seat damaged	Long Ridge Lane
17 Nov	Theft	Clothing & boots taken – 1 suspect on CCTV	Northfield Lane
18 Dec	Burglary	Garage door opened. 2 persons disturbed. Nothing taken	Fairway Drive
24 Dec	Theft	Tools taken from house	Main Street

PCSO Colley reported that figures for Rural West York show a decrease of 17 against last year

15.018 -TO RECEIVE THE CLERK'S REPORT

(a) *Progress on Station Road yellow lines (Min. 14.264a)*

See minute 15.012 above.

(b) *Progress on the replacement of the litter bin at the entrance to the Poppleton Centre (Min. 14.264e)*

It was noted that the bin had been replaced, removed and reinstalled. Currently it is lying in the ditch having been blown over in the recent gales. The Clerk has reported this to the City Council.

(c) *Progress on the request for a seat on the verge of the narrow section of Westfield Lane. (Min. 14.264f)*

The Clerk reported a conversation with the Parkers who say that the Drainage Board is to do some work on the culvert in Westfield Lane. When the work is completed their intention is to reinstate a log for people to use as a seat.

(d) *Progress on levelling the footpath in front of Ingham House (Min. 14.264g)*

The Clerk reported that the City Council has inspected the site and decided that the problem is such that it does not meet the criteria for remedial work.

(e) *Progress on replacing the A59 horse signs (Min. 14.264h)*

It was noted that both horse signs have been reinstated.

(f) *Progress on replacing the “No Parking” sign near the pump (Min. 14.261cii)*

It was noted that Mr Lunan has made a new sign which is now in place.

(g) *Progress on repairing the seat at the corner of Station Road and Long Ridge Lane (Min. 14.260a)*

It was noted that the seat has been repaired and reinstalled on the corner.

(h) *Progress on repairing the light in Black Dyke Lane (Min. 14.260b)*

It was noted that the light has now been fixed.

(i) *Progress with the School Governor vacancy (Min. 14.268c)*

Councillor Robson reported having talked to the School. There is discussion that the school may be an academy status school. This will mean that the School Governors' role will change.

15.019 - 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 12 January 2015. The reports reflected the receipts and payments below. The bank balances at 12 January were:

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

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

1607	Poppleton Ousebank School	Grant for work to pond	£2,000.00
1608	Poppleton Bowls Club	Grant	£400.00
1609	Yorkshire Water	Allotment water	£9.46
1610	Ken Falkingham	Station Road seat repairs	£120.00
1611	P R Lunan	Replacing "No Parking" sign	£150.00
1612	Ryland Horticulture	Cutting allotment hedge	£90.00
1613	Poppleton Community Trust	Room hire November	£20.70
1614	James Mackman	Salary – December	£463.78
1615	Post Office Ltd	Tax – December	£116.00
1616	Nether Poppleton Parish Council	Remembrance Sunday expenses	£49.78
1617	Poppleton Community Trust	Room hire November	£20.70
1618	Noel Winteringham	Year's grass-cutting charge	£2,175.00
1619	James Mackman	Salary – January	£498.96
1620	Post Office Ltd	Tax – January	£125.00
1621	James Mackman	Expenses including SLCC subscription £60.43 and Internet fixing, £50.00	£174.73

(c) To receive a report on income received

HSBC	Bank interest	£4.08
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(d) To note the internal auditor's comments on the Annual Return

The Clerk reported that the internal auditor had no adverse comments on the recently completed audit.

(e) To agree to pay the statutory increase in the Clerk's salary

The Clerk explained that there was a statutory duty to pay a 2.2% increase in his salary from 1 January 2015. There was also an award for 2014 which, for Upper Poppleton Parish Council, amounted to £10.81. The Councillors agreed to pay the increase and the back-dated pay.

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

It was agreed that the Parish Council would pay £60.43 towards the total of this year's subscription of £167.00.

(g) To agree to pay the £60 provided in this year's budget to the Poppleton Luncheon Club

This was agreed.

(h) *To consider a request from All Saint's Church for a grant towards the cost of cutting the grass in the churchyard*

It was agreed to donate £400 towards the cost of grass cutting in 2015-16.

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

This was agreed.

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

This was agreed.

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

This was agreed.

(l) *To consider a request for funding received from Poppleton Under Fives*

It was agreed to grant this group £500 in 2015-16.

(m) *To consider a request for funding received from the Poppleton Luncheon Club*

It was agreed to grant the Club the sum of £60 in 2015-16.

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

It was agreed to provide £5,000 in the budget. Payment will be made against capital items listed in the Trust's submission on sight of paid invoices. It was agreed to release the £5,000 in the budget for the current year.

(o) *To agree to provide £500 for the 2015 Village in Bloom Competition*

This was agreed.

(p) *To agree the Budget for 2015-16 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 2015-16 should be increased by 2% (current CPI - Consumer Price Indices) to £20,558 because UPPC had shown a financial deficit in the last two financial years. Whilst there were good financial reserves, the forthcoming year could incur costs relating to the Neighbourhood Plan and the previously agreed redeveloped website. The Chairman and Clerk signed the appropriate City Council request form. The agreed budget is attached to these minutes.

15.020 - TO NOTE CORRESPONDENCE RECEIVED

15.020.01 - The Clerk referred to the following items of correspondence

- (a) CYC - Community Emergency Planning
- (b) CYC - Council Tax base figures 2015/16
- (c) CYC - Parish Precept papers 2015/16
- (d) Mora Scaife – CYC - Funding & Council & Commons
- (e) Mora Scaife – CYC - Our York – Community Conference
- (f) Poppleton Bowls Club – a letter thanking the Parish Council for the donation
- (g) Poppleton Ousebank Primary School - a letter thanking the Parish Council for its grant towards the school pond
- (h) Sarah Kirby - CYC - Amendment to 2016/16 support grant
- (i) Sarah Tester – CYC - Gateway to Archives

- (j) A letter and two emails from a resident regarding the pedestrian crossing at the traffic lights at the Station Road/A59 junction

15.020.02 - It was noted that the correspondence received since the November Parish Council meeting, as listed below, had been circulated to the Councillors

- (a) CYC - Festive season waste collection
- (b) Julian Sturdy - Two E-Bulletins

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

- (a) Clerk & Councils Direct - January 2015 - Issue 97

15.021 – TO NOTE FORTHCOMING MEETINGS

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
19 Jan	Neighbourhood Planning	27 Ebor Way/ 10.00am	Brydson, Crabb
26 Jan	Rural West Ward Team	Askham Richard village hall/ 6.30pm	Robson
29 Jan	Poppleton Youth Action Group	15 Bankside Close/ 8.00pm	Camplin
10 Feb	Adventure Playground	Poppleton Centre/ 7.00pm	Camplin
11 Feb	Neighbourhood Planning		Brydson, Crabb
12 Feb	YLCA York Branch	New Earswick Folk Hall/ 7.00pm	Robson
18 Feb	Poppleton Community Trust Executive	Poppleton Centre/ 7.00pm	Brydson

15.022 - TO CONSIDER MINOR MATTERS

None.

15.023 - TO CONSIDER ITEMS FOR THE NEXT AGENDA

None.

15.024 - TO AGREE THE DATE OF THE NEXT MEETING

The date of the next meeting was agreed as Monday 9 February 2015 at 7.00pm.

There being no other business the Chairman closed the meeting at 10.07pm.

CHAIRMAN

DATE.....2015

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