

## 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 8 FEBRUARY 2016

#### PRESENT

Councillor Stuart Robson (Chairman)

Councillor Kathie Brydson

Councillor Graham Buckle

Councillor John Camplin

Councillor Vivien Crabb

Councillor Roper Langford

Councillor John Pannell

City Councillor Ian Gillies

Mr James Mackman (Clerk)

#### 16.025 – CO-OPTION AND INTRODUCTION OF NEW COUNCILLOR

No name was put forward for consideration. Councillors were reminded that the Parish Council has a legal obligation to co-opt a person so that all nine places are filled.

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

None.

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

Apoloies for absence were received and accepted from Councillor Nigel Evans.

#### 16.028 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 11 JANUARY 2016

The minutes of the meeting held on 11 January 2016, having been circulated and read, were accepted and signed as a true record.

#### 16.029 - PUBLIC PARTICIPATION

None.

#### 16.030 - TO RECEIVE CITY COUNCILLORS' COMMENTS - for information only

City Councillor Ian Gillies reported that:-

- The City Council will be increasing Council Tax by 3% in 2016-17
- Installation of yellow lines in the village is proceeding
- Internal directional signs at the new BP garage at the A59/A1237 junction have been completed
- He is asking the City's Highways Department to rethink the A1237 signs to the new service area located as above.
- There is an enforcement notice on the recently installed car wash in the Wyevale car park
- There is an enforcement notice with regards to the equipment that was installed on top of McDonalds.

### 16.031- PLANNING APPLICATIONS

The Clerk had circulated a detailed list of current outstanding planning applications including the application received since the January 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: 15/02906/TCA - Various tree works including the removal of a dead tree and elder in the Conservation Area at 2 Holly Bank, Hodgson Lane by Ms Susan Ward.	No objections
Ref: 16/00020/TCA – Fell 2no. Leyland Cypress and 1no. Gleditsia tree in the Conservation Area at Manor Farm, The Green by Mr Conyers.	No objections
Ref: 16/00168/FUL – Single-storey extension to form reception and office and associated internal alterations at the Poppleton Community Centre, Main Street by Mrs Beth Kirkham.	No objections

*(b) To note Local Authority Planning Decisions*

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

- Ref: 15/02687/FUL – Single-storey rear extension at 1 Holly Bank, Hodgson Lane by Mr Nigel Crask.
- Ref: 15/02906/TCA - Various tree works including the removal of a dead tree and elder in the Conservation Area at 2 Holly Bank, Hodgson Lane by Ms Susan Ward.
- Ref: 16/00020/TCA – Fell 2no. Leyland Cypress and 1no. Gleditsia tree in the Conservation Area at Manor Farm, The Green by Mr Conyers.

### 16.032 - FINANCE

*(a) To receive a financial statement*

The Clerk presented a detailed report showing the actual income and expenditure for the year for the period to 8 February 2016. The report reflected the receipts and payments below. The bank balances at 8 February were:-

Current Account	£7,471.70
Business Money Manager Account	£24,234.06

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

1705	Poppleton Community Trust	Grant for 2015-16	£5,000.00
1706	Poppleton Luncheon Club	Donation for 2015-16	£60.00
1707	Nether Poppleton PC	Contribution to half the cost of the Remembrance Day Service on the Green	£33.15
1708	James Mackman	Salary – February	£474.14

1709	Post Office Ltd	Tax – February	£118.40
1710	James Mackman	Expenses	£26.00

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

City of York Council	Section 106 grant re the Daniel Gath development on the Green	£7,419.00
Nun Monkton Parish Council	Stationery contribution	£20.00
Moor Monkton Parish Council	Stationery contribution	£20.00
Hessay Parish Council	Stationery contribution	£20.00
Nether Poppleton Parish Council	Stationery contribution	£136.43

(d) *To consider the value of the Parish Council's assets*

The Clerk reported that the external auditor requires assets to be shown at cost (if known) on the Annual Return. The Transparency Code requires assets to be shown at their insured value. The Clerk produced a schedule of the Parish Council's assets. Each asset was considered. Those with a known cost will be shown at that cost. All other assets are to be valued at £1 per asset.

(e) *To consider the options regarding the new audit regime*

The Clerk had circulated details of the new audit regime prior to the meeting. It was agreed that the Parish Council would not opt out of the new regime which applies to all Parish Councils whose income/expenditure is less than £25,000 per annum.

(f) *To reappoint the internal auditor*

It was resolved to reappoint Linda Cariss as the internal auditor.

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

(a) *To consider reports on vandalism*

No reports.

(b) *To note correspondence with Daniel Gath re flooding on the footpath outside No. 3, The Green*

The Chairman reported having sent a letter to Daniel Gath with regards to the large puddle that forms outside No 1, The Green. Mr Gath has said that he is looking into a cure for the problem.

(c) *To receive other reports*

The Clerk is to obtain a quotation for filling in the potholes in the track in Chantry Green.  
(Action Clerk)

**16.034 - TO CONSIDER MATTERS RELATING TO THE VILLAGE GREENS AND ALLOTMENTS**

(a) *Trees*

No reports.

(b) *Events*

No reports.

(c) *Maintenance –*

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

Councillor Robson reported that our solicitor is absent sick at the moment so we have not been able to consult him on the subject of registration.

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

There was no further news on this subject.

(d) *Allotments including the purchase of the Guild hut*

Councillor Robson reported on a meeting held with representatives of the Gardens Guild. The Guild is to be wound up in May 2016. The Guild hut is insured until 16 May. The Councillors resolved that the Parish Council would acquire the Guild hut for the sum of £1 on 16 May and insure it from that date. The Parish Council would assume responsibility for the rates, electricity supply and maintenance of the building from that date.

#### **16.035 - TO CONSIDER THE PRODUCTION OF A SPRING NEWSLETTER**

It was agreed that a spring Newsletter should be produced, printed and distributed. Councillors are to submit short articles to Councillor Robson who will put the Newsletter together. **(Action all Councillors)**

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

(a) *Cricket Club*

No report on this subject.

(b) *Poppleton Community Trust*

Councillor Brydson circulated a report on the Trust meeting held on 19 January.

(c) *Adventure Playground*

Councillor Camplin said that there is to be a meeting of the working group on 9 February.

(d) *Village in Bloom*

Councillor Robson reported that plants for the displays have been ordered.

(e) *Any other meeting*

There were no other reports

#### **16.037 - TO RECEIVE A REPORT ON VILLAGE POLICING**

It was noted that there had been no incidents reported to the police during the month of January.

#### **16.038 – TO RECEIVE A PROGRESS REPORT ON THE LOCAL PLAN FROM COUNCILLORS BRYDSON AND CRABB**

It was reported that the City Council have a meeting in March planned with regards to the Local Plan. The first consultation on the Plan should take place this September.

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

The following report was submitted:-

Report for Upper and Nether Poppleton Parish Council on the Neighbourhood Plan  
January/ February 2016

1. We received a letter from Julian Sturdy informing us of the discussion he had had with the City Council in November 2015.
2. Meeting 18 January with the City of York Council Planning Department chaired by Martin Grainger. He commented on the excellent work done by the Committee to produce such an outstanding Scoping Document.
3. The Statutory Body reports had all been received albeit Natural England was after the closing date of 11 January 2016 this had allowed 9 weeks for consultation rather than the prescribed 6 weeks.
4. Peter Powell spoke at length about the position of the building line around the village and the designation of Green Belt, which will be the interim green belt of the Neighbourhood Plan.
5. Martin Grainger then gave a long explanation how the City had not succeeded in producing a Local Plan for the last 50 years. The RSS had not rescinded the Green Belt, so it was as was stated by Peter. Green Belt land may be in private ownership but if the ownership of the land changes the land remains Green Belt designation.
6. Advice was given on how to rephrase PNP 10 to align it with Environmental Issues and back garden development would then be placed in PNP 2. The committee are working on this change of focus.
7. The City Planners were sent copies of all correspondence with the Statutory Bodies, with Alex White and the completed reworked Neighbourhood Plan with NPPF references as suggested by Rebecca Harrison. No acknowledgement has been received of this work.
8. The Committee contacted the Consultant who had helped us to develop all the policies as a further invoice had been received in relation to the many maps that the group had been asked to produce by the City of York Council. Comment was made that each time the city contacted the consultants or asked for changed there was a significant cost. The City had been unaware of this additional expense. Since March 2015 consultant fees have been over £8,000 of which we have received a grant of £7,000 for the work.
9. All documentation from the Scoping Document, maps from the City and from the Committee and land allocations have now been sent to Alex White to help him to develop the SEA hopefully for the middle of February. The cost of this work is expected to be in the region of £3,500 plus VAT
10. We are still waiting to hear from the City that an appointment with them is confirmed for Mid-February.
11. The final report of the grant spend had been sent to Locality/groundworks. This does not include the additional funds for Alex White which a different grant number.
12. An article giving notice of developments on the Neighbourhood Plan has been sent through to Bob Wood for the Centrepiece leaflet which is distributed to every household in the Parish. The article notes progress and the fact that a pre-submission consultation will again take place in March 2016.
13. The Committee has met three times since the last report.

#### **16.040 – TO RECEIVE A PROGRESS REPORT FROM THE VILLAGE SHOW WORKING PARTY**

The Clerk reported a conversation with the Parish Council's insurers. In order to be covered by the appropriate level of insurance it is essential that the group arranging the Village Show be a bona fide working party of the Parish Council. This was agreed.

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

Councillor Camplin said that he had received details of how to tweet from Mrs Reilly and will now be able to tweet anything suitable for the Parish Council. There are currently 156 followers.

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

(a) *Contacting the users of poppleton.net (Min. 16.019a)*

The Clerk reported that he had contacted all the current users of poppleton.net, advised them of the website’s demise this April and that they would have to make alternative arrangements if they wished to have an Internet presence.

(b) *The purchase of the phone box on the Green (Min. 16.019d)*

The Chairman reported that BT had written to say that at the end of the public consultation period they had received no objections to the Parish Council’s proposal to buy the phone box for £1. BT had sent a contract and it was resolved that the Clerk should sign it and return it to BT.

**(Action Clerk)**

(c) *Installation of a lamppost opposite Blairgowrie (Min. 16.009)*

There was no news to report on this subject.

(d) *Painting the railings in Main Street (Min. 16.010)*

It was noted that the work is due to be done as soon as the weather permits.

(e) *Repairs to the pavement on the corner of Beech Way and Dikelands Lane (Min. 16.011biii)*

The Clerk reported having looked at the corner and found it to be in a much better state than many of the footpaths in the village. However, the Councillors agreed that, in their opinion, the surface needed to be inspected so the Clerk is to contact the City Council. **(Action Clerk)**

#### **16.043 - TO NOTE CORRESPONDENCE RECEIVED**

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

- (a) Ainsty (2008) Internal Drainage Board - Notice of laying rate
- (b) Jack Woodhams – CYC - Introductory email
- (c) John Middleton - Poppleton Luncheon Club - Thanks for grant letter
- (d) Julian Crabb – A request for the previously agreed £500 to be released for the proposed book “*Poppleton Sons of the Great War Remembered*” (Min. 15.224(a) refers) was approved
- (e) NYCC - Confirmation of receipt of Minerals and Waste Joint Plan response
- (f) Poppleton Community Trust - Request for letter of support
- (g) Poppleton Residents Association - Introduction
- (h) Various residents – complaints about political notices being put on the Parish Council’s notice boards

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

- (a) Exploreyork - Yortime News - February 2016
- (b) Julian Sturdy - E-Bulletin
- (c) Police & Crime Commissioner North Yorkshire - Police numbers update
- (d) YLCA - Understanding the Roll of Combined Authorities
- (e) YLCA - Joint Standards Board request
- (f) YLCA - White Rose update - January 2016

(g) YLCA - Further information on audit

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

Nether Poppleton Parish Council - Minutes of 16 November 2015 and 14 December 2015

**16.044 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
9 Feb	Adventure Playground	Poppleton Centre/ 7.00pm	Camplin
11 Feb	Poppleton Youth Action Group	15 Bankside Close/ 8.00pm	Camplin
29 Feb	Rural West York Ward Team	Askham Richard Village Hall/ 2.00pm	Robson
1 Mar	Poppleton Community Trust Executive	Poppleton Centre/ 7.00pm	Brydson

**16.045 - TO CONSIDER MINOR MATTERS**

None.

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

Footpath repairs

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

The date of the next meeting was agreed as Monday 14 March 2016 at 7.00pm.

With the Clerk being on holiday at the time of the April meeting it was agreed that there would be no Parish Council meeting in April.

There being no other business the Chairman closed the meeting at 9.17pm.

CHAIRMAN .....

DATE.....2016

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