

NETHER POPPLETON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE POPPLETON CENTRE, UPPER POPPLETON, AT 7.00PM ON MONDAY, 18 FEBRUARY 2008

PRESENT:

Cllr. P H F Powell (Chairman)	City Cllr. Ian Gillies (from 8.07pm)
Cllr. F A Brown	Two members of the public
Cllr. J L Craven	
Cllr. C Robinson.	Mr B J W Mackman (Clerk)

PUBLIC PARTICIPATION

None.

08/023 - DECLARATION OF INTEREST ON ANY MATTERS OF BUSINESS

None.

08/024 - TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. G A Bradley and D M Tomlinson.

08/025 - TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 21 JANUARY 2008

The minutes of the Parish Council meeting held on 21 January 2008, having been circulated, were approved and signed.

08/026 - TO RECEIVE THE CITY OF YORK COUNCILLORS' REPORTS

Councillor Gillies reported that:-

- No decision has yet been made on where the bus stop will be located in Millfield Lane when the new school is built.
- He will check with Damon Copperthwaite on the progress on the kissing gate. It was agreed that it would be a good idea if the old kissing gate were left where it is and a new kissing gate be built next to it.
- The City Council has applied to the Ministry of Transport for a grant of £24 million to relocate the Askham Bar Park & Ride, to create a Park & Ride on Wigginton Road just north of the bypass and to create the long-talked about A59 Park & Ride at a location yet to be agreed.

08/027 - CLERK'S REPORT:

The Clerk had emailed his report to the Councillors prior to the meeting.

(a) Progress on replacing the broken concrete rails above the beck in Main Street (Min. 08/005a)

The damage to the beck wall has been repaired and the barriers have been removed. Robin Sweetman says that wooden rails are to replace the missing concrete rails and should be installed by the end of this week.

(b) Progress on improving access through the kissing gate adjacent to the Wildlife pond (Min. 08/005c)

See Cllr Gillies report above.

(c) Progress on the proposed circular footpath (Min. 08/005d)

This is waiting for the reproduction of the old map so that we can show the City Council some documentary proof that a pathway has existed. The old map specifically shows the footpath opposite St Everilda's Church to Ings Lane as being footpath No.6. Councillor Brown agreed to take the map to the Architects Shop and have it copied.

(d) Progress on the removal the barriers at either end of the snicket that runs between Millfield Lane and Hillcrest Avenue (Min. 08/005e)

The Clerk reported that he had spoken to Andy Vose last week and he is organising the alteration of the barriers to enable access for an electric buggy. Mr Vose is also arranging for drop kerbs to be installed in Hillcrest Avenue and Riverside Gardens and is looking at other places in the village to install drop kerbs.

(e) Progress on the refurbishment of the Nether Poppleton sign in Millfield Lane (Min. 08/005g)

The sign has been refurbished.

08/028 - TO CONSIDER CORRESPONDENCE RECEIVED BY THE CLERK

08/029/1 - The Clerk read or referred to the following items:-

- (a) A letter from the Audit Commission confirming Mazars, the external auditors, re-appointment for the next five years
- (b) CYC - Precept schedule 2008/09
- (c) CYC - National Bus pass posters
- (d) Marston Moor Internal Drainage Board - Drainage rates notice
- (e) From the Poppleton Community Trust an invitation to Councillors to have a conducted tour of the Poppleton Centre. Councillors agreed to accept the offer
- (f) A ballot paper for a Local Councils representative for the City of York Standards Committee – noted

08/029/2 - *It was agreed that the correspondence received since the January meeting, as listed below, be circulated to the Councillors*

- (a) CYC - York Northwest Area Action Plan - Issues & Operations
- (b) NYCC - Winter Service Leaflets 2007/08
- (c) NYCC - Minerals & Waste Development Framework info
- (d) Upper Poppleton Parish Council - Minutes of 14 January
- (e) YOPF - Newsletter, February 2008

08/029 - FINANCE

(a) Financial Report

The Clerk presented a detailed report showing the actual income and expenditure for the year for the period to 18 February 2008. The report reflected the receipts and payments below. The bank balances at 18 February were:

Current Account	£200.00
Business Money Manager Account	£25,301.10
National Savings Investment Account	£14,044.22

(b) Accounts for payment (net of VAT);

1095	PHF Powell	Travelling Expenses	£19.92
1096	Poppleton Community Trust	Room hire - January	£16.00
1097	James Mackman	SLCC Subscription	£55.30

(b) Accounts for payment (net of VAT);

1097	James Mackman	Expenses	£24.51
1098	James Mackman	Salary - February	£405.65
1099	Post Office Ltd	Tax & NI - February	£141.33

(c) Income Received

City of York Council	Common Land – Grant towards tree maintenance – 2007-08 award	£1,000.00
Sir Thomas Glemham Regiment	Cartshed rent	£75.00
Main Street households	Common Land rent cheques	£12.50

(d) To consider a request for funds from the Bowls Club

It was noted that the request from the Bowls Club was one of many requests for funding received by the Parish Council. It was agreed that there would be an item on the agenda for the March meeting to consider all the requests for funding received to date.

(e) To agree the Clerk's attendance at an SLCC training event - £15.00

This was agreed.

(f) To consider the internal audit procedure

The procedure for Internal Audits has been amended. Section 2, Box 6 of the Annual Return now reads "We have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems **and carried out a review of its effectiveness.**" For the Parish Council to agree with this statement it must have "Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council **and reviewed the impact of this work.**"

The Clerk provided a suggested letter to be given to an Internal Auditor laying down the criteria to be followed to enable the Parish Councillors to be satisfied that the Parish Council meets the new requirements. The Clerk also handed out a document showing the ten key control tests shown in Appendix 8 of the Practitioners' Guide and a schedule of the Parish Council's document that an Internal Auditor would be expected to look at. The Councillors agreed that the three documents were acceptable and should be given to the Internal Auditor.

(g) To consider the Parish Council's Risk Assessment

Mazars had qualified this year's Annual Return asking that the Parish Council should extend its Risk Assessment to include operational as well as financial risks. The Councillors considered the Risk Assessment previously adopted by the Parish Council and agreed that it covers all the points that it would be expected to cover.

(h) To consider the accuracy of the Assets Register

Mazars had said that the Council should review its Assets Register to ensure consistency with the Annual Return. The Clerk explained that the Council's financial year is different from the insurance year and that he updates the Assets Register when the insurance renewal forms are received in June. It follows that the figures on 31 March will not agree with the insurance schedule received the following June and that Mazars would have been confused by this. It was agreed that the Assets Register does agree with the insurance schedule.

(i) To consider City Council's revised proposals with regards to double taxation

The City Council has sent a schedule of items for which Parish Councils across the City have successfully claimed a double taxation allowance. Items included in the list, but not previously claimed by Nether Poppleton Parish Council, are nature reserves, ponds, seats, fences, hedges and gates all of which the Parish Council has on its land. The Clerk was authorised to claim for

these items on the Double Taxation Claim Form provided by the City Council.

08/030 - PLANNING APPLICATIONS

(a) To consider the following planning applications

The Clerk had circulated a detailed list of current outstanding planning applications prior to the meeting.

Consideration was given to the following new application:

Ref: 08/00137/TCA – Pollard ash tree in the Conservation Area at 1 Hallgarth Close by Mr Hinchcliffe.	No objections.
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(b) To note Local Authority Planning Decisions

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

Ref: 07/02672/FUL – Two-storey pitched roof side extension after demolition of existing garage and porch at 3 Poppleton Hall Gardens by Mr S T Riley.

Ref: 07/02729/FUL – One and two-storey pitched roof rear extension (resubmission) at 45 Hillcrest Avenue by Mr S Murray.

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

Ref: 07/02608/FUL – Installation of gates to allow staff parking to the rear (removal of condition 10 of permission dated 28.02.2007; 07/00088/FUL) at Dodsworth Hall, Millfield Lane by Honeypots Ltd.

08/031 - PARISH COUNCIL LAND - TO RECEIVE PROGRESS REPORTS AND MAKE APPROPRIATE DECISIONS ON

(a) Grass cutting

No report.

(b) Planting spring bulbs

The Clerk said that he had reported to the City Council that 25% of the bulbs supplied by them had been rotten. This had been acknowledged

(c) The work arising from the recent tree survey on the Common Land

It was agreed that Ryland Horticulture be asked to carry out the remedial work on the seven trees that they had identified as being in need of urgent attention. **(Action Clerk)**

(d) The Moat Fields

It was agreed that the date for installing the three boulder seats be set at the March meeting.

(e) Progress on resurfacing the car park next to St Everilda's in Church Lane

The Clerk reported that Gerry Jackson would be willing to make enquiries about possible grant aid for the car park resurfacing if the Councillors so resolved. It was agreed that Mr Jackson be authorised to make the appropriate enquiries. **(Action Clerk)**

08/032 - TO RECEIVE A REPORT ON VILLAGE POLICING

The following report on incidents in Nether Poppleton had been received from PC 937 Anna Tyldesley, Dedicated Police Officer, Safer Neighbourhood Team, Fulford, Rural West, Bishopthorpe and Wheldrake Wards.

10 Jan - Family member has damaged house - Easthorpe Drive

11 Jan - Criminal Damage at Saville Group and CEF Ltd - Millfield Lane

16 Jan - Theft from locker room at Bannatynes gym
25 Jan - Criminal Damage to property - Severn Green
29 Jan - Theft at Millfield Haulage - Millfield Lane
2 Feb - Burglary of insecure house - Calder Avenue

A report on incidents in Poppleton had also been received from Jerry Holland and this was given to the Councillors. This was in the format that Jerry had produced in 2007.

There was a debate as to which report, if any, the Councillors would like to continue to receive. It was agreed that PC Tyldesley should be asked to continue to send her report each month and that the report similar to Jerry Holland's incidents report which would be available at the quarterly Police Liaison meetings be circulated.

08/033 – TO RECEIVE A REPORT ON PROGRESS ON THE PROVISION OF A YOUTH SHELTER

In the absence of Councillor Bradley there was no report other than that the Head of Poppleton Ousebank School has put up notices in the school and Councillor Bradley is hoping to talk to young people at the next Poppleton Youth Action Group meeting.

08/034 – TO DISCUSS THE HANDRAIL INSTALLED BY THE CITY COUNCIL AT THE END OF THE FOOTPATH TO MAIN STREET

The Clerk reported having spoken to one of the City Council's Conservation Officers who had agreed to have a look at the handrail and report back as to whether or not the design was acceptable in a Conservation Area. **(Action Clerk)**

08/035 – TO DISCUSS THE MERITS OF A WARDED SINGLE PARISH COUNCIL FOR POPPLETON

In the absence of Councillor Bradley there was no report on this subject. **(Action Councillor Bradley)**

08/036 – TO DISCUSS THE MISSING SALT BIN AT THE JUNCTION OF LONG RIDGE LANE/MILLFIELD LANE

It was reported that only the salt bin at the junction of Long Ridge Lane and Millfield Lane had been removed. The Clerk explained that the City Council had been monitoring salt bin usage for three years and there was no record of this bin being used. It was agreed that no action be taken to replace the bin

08/037 – TO DISCUSS THE LIGHTING IN THE CAR PARK AT THE BEEFEATER

In the absence of Councillor Bradley there was no report on this subject. **(Action Councillor Bradley)**

08/038 – TO DISCUSS WHAT TO DO ABOUT THE TREES IN BROAD LANE

The Clerk reported having visited Broad Lane with the City Council's Arboricultural Officer who had said that it was his opinion that the trees did not need to have any work expended on them. He did suggest that the ground between the trees could benefit from being cleared of unwanted vegetation but that it was inevitable that the vegetation would grow back. It was agreed that the City Council be asked to clear as much of the ground as could be paid for with the £500 grant awarded by the Ward Committee.

08/039 – TO DISCUSS THE PARISH CHARTER WITH A VIEW OF RECOMMENDING REVISIONS

A copy of the Charter had been sent to the Councillors with the agenda papers. Councillor Powell said that he had been asked by the YLCA to redraft the Charter and he would welcome any suggested amendments from the Councillors.

08/040 – TO CONSIDER SUBMISSIONS FOR THE YORK DESIGN AWARDS

It was agreed that there are no buildings in Nether Poppleton that would qualify for this year’s Design Awards.

08/041 – TO RECEIVE REPRESENTATIVES’ REPORTS

Councillor Powell reported on

(a) The Ward Committee meeting held on 29 January

- The police have offered to follow up reports of excessive speeding if the car registration number is known. The police also mentioned ABC orders (Acceptable Behaviour Contracts) given to children causing issues. These are a civil agreement between child, parent and police. The orders last for six months the onus being on the parents to control their children.
- The City Councillors explained the funding for the list of Ward schemes.
- Also present with displays were: - Affordable housing, York’s World Heritage, Play Schemes, York Rotters, Recycling Initiatives etc.

(b) The YLCA York Branch meeting held on 7 February

One of the main topics was the City Council’s apparent inability to respond to local councils within the required time period. This led to a proposal that the Branch should re-state the resolution put before last year’s YLCA AGM about responses from Principal Authorities.

08/042 – TO NOTE THE DATES OF FORTHCOMING MEETINGS

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
25 February	Police Liaison	Copmanthorpe Recreation Centre/ 2.00pm	Powell, Robinson
3 March	YOPF	Priory Street Centre/ 7.30pm	Tomlinson, Powell
11 March	YOPF	Central Methodist Church, St Saviourgate/ 7.30pm	Tomlinson, Powell
31 March	Ainsty Group	Askham Bryan Village Hall/ 7.30pm	Tomlinson, Powell

08/043 - TO AGREE THE DATE OF NEXT MEETING AS MONDAY 17 MARCH

It was agreed the next meeting would be held at 7.00pm at the Poppleton Centre on Monday 17 March 2008.

The meeting closed at 9.20 pm.

Chairman.....2008

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