

## NETHER POPPLETON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE POPPLETON CENTRE, UPPER POPPLETON, AT 7.00PM ON MONDAY, 20 JANUARY 2014

#### PRESENT:

Cllr. G A Bradley (Chairman)

City Cllr Ian Gillies

Cllr. J L Craven

Cllr. E M Jones

Cllr. R Keeling

Four members of the public

Cllr. P H F Powell

Cllr. C S Walsh

Mr B J W Mackman (Clerk)

#### 14/001 – CO-OPTION AND INTRODUCTION OF NEW COUNCILLOR

No name was put forward.

#### 14/002 – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (NOT PREVIOUSLY DECLARED) ON ANY MATTERS OF BUSINESS

None.

#### 14/003 – PUBLIC PARTICIPATION

None.

#### 14/004 - TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE

All Cllrs. being present there were no apologies.

#### 14/005 - TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 18 NOVEMBER 2013

The minutes of the Parish Council meeting held on 18 November 2013, having been circulated prior to the meeting, were approved and signed.

#### 14/006 - TO RECEIVE THE CITY OF YORK COUNCILLORS' REPORTS – FOR INFORMATION ONLY

City Cllr. Ian Gillies reported that:-

- There has been a large amount of asbestos dumped at the bottom of Broad Lane. As it is in the Harrogate Borough Council area he is asking both HBC and the City Council to remove the asbestos.
- It will take a year to clear the contamination from the old British Sugar site.
- Arrangements are being made for campers to use the Poppleton Tigers football pitch during the Tour de France weekend.

#### 14/007 – TO RECEIVE THE CLERK'S REPORT:

The Clerk reported

(a) *Flooding by the shops in Allerton Drive (Min. 13/247a)*

There was no progress to report.

(b) *Progress on the installation of the Village sign near Kyle Way (Min. 13/247b)*

It was reported that work to install the village sign has commenced.

(c) *Progress on scanning the Parish Council's minutes books (Min. 13/247c)*

There was no progress to report.

(d) *Progress on putting Parish Council Newsletters on the website (Min. 13/247d)*

The Clerk reported that he had redacted the details of the Councillors from the old issues of the Newsletters and that they are now on the website for all to see.

#### **14/008 - TO NOTE CORRESPONDENCE RECEIVED BY THE CLERK**

*14/008/1 - The Clerk referred to the following items of correspondence:-*

- (a) A query from the Sealed Knot Society about an historic event in the village in 2014
- (b) A complaint from a resident about overhanging branches at Riverside Walk
- (c) A complaint from a resident about the broken top of a litter bin in Long Ridge Lane. This has now been replaced

*14/008/2 - It was agreed that the correspondence received since the November meeting, as listed below, be circulated to the Councillors*

- (a) CYC - Figures and precept information
- (b) Boundary Commission for England - Final recommendations
- (c) City of York Council - Tax Base information for 2014/15
- (d) Clerk & Councils Direct - January 2014 - Issue 91

*14/008/3 - It was noted that the following correspondence received since the November meeting, as listed below, had already been circulated to the Councillors*

- (a) Northern Gas Networks - Invitation to workshops
- (b) Poppleton Wildlife Trust update
- (c) YLCA - Branch Liaison Group representatives request
- (d) YLCA - Guidance for weekly bins collections

#### **14/009 – FINANCE**

*(a) Financial Report*

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 20 January 2014. The reports reflected the receipts and payments below. The bank balances at 20 January were:

Current Account	£500.00
Business Money Manager Account	£56,695.08
National Savings Investment Account	£14,692.62

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

1649	YLCA	Course – Councillor Jones	£115.00
1650	Poppleton Community Trust	Room hire – November	£20.70
1651	Summerfield Nursery	Grounds maintenance - October	£331.00
1652	James Mackman	Salary – December	£463.98
1653	Post Office Ltd	Tax – December	£116.00
1654	The Conservation Volunteers	Work at Warren Lea	£1,479.00
1655	Peter Powell	Travelling expenses	£60.45
1656	James Mackman	Salary – January	£463.78
1657	Post Office Ltd	Tax – January	£116.00
1658	James Mackman	Expenses including SLCC subscription £64.29	£79.79
1659	Information Commissioner	Annual fee	£35.00

*(c) Income Received*

HSBC	Bank interest	£6.40
City of York Council	Double taxation relief	£6,936.00
HMRC	VAT refund	£221.30
Sir Thomas Glemham Regiment	Cartshed rent	£160.00
The Sealed Knot Society	Cartshed rent	£160.00
Friends of Poppleton Tithe Barn Trust	Cartshed rent	£80.00

*(d) To consider a request from the Poppleton Community Trust to release the monies provided in this year's budget*

The Trust chairman, Ted Kendall and the secretary, Graham Dixon, asked the Parish Council to release the £5,000 provided for the Trust in the current year's budget. The money would be allocated to the proposed air conditioning system which will cost in the region of £11,000. They were asked a number of questions by the Cllrs. Following a discussion it was agreed to release the funds. The Clerk wrote out a cheque which was signed and given to the Trust Treasurer.

*(e) To consider a request from Poppleton Under Fives to release the monies provided in this year's budget*

After discussion it was agreed to release the £440 provided in the current year's budget.

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

It was agreed that the Parish Council would pay £64.29 towards the total of this year's subscription of £165.00.

*(g) To consider re-subscribing to the York Open Planning Forum*

It was agreed that the Parish Council would renew the subscription for the YOPF should the subscription be demanded.

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

It was agreed to include the sum of £350 in the 2014-15 budget.

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

It was agreed to include the sum of £1,000 for this group in the 2014-15 budget.

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

It was agreed to include the sum of £800 for the Trust in the 2014-15 budget.

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

It was agreed to include the sum of £300.00 for this organisation in the 2014-15 budget.

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

After discussion it was agreed that this group be asked to complete and submit a grant application form for the 2014-15 financial year. The subject of a grant will be considered at the February meeting

(m) *To consider a request for a grant of £5,000 received from the Poppleton Community Trust*  
 After discussion it was agreed to include the sum of £5,000 in the 2014-15 budget. The decision regarding payment of this sum will be taken in due course and be dependent on the circumstances prevailing at the time.

(n) *To agree the Budget for 2014-15 and set the precept*

The Councillors considered the proposed budget that the Clerk had circulated prior to the meeting. After a review of all the discretionary and non-discretionary items it was resolved to set the precept at £21,000 for the financial year 2014-15. The Chairman and Clerk signed the appropriate City Council request form. The agreed budget is attached to these minutes.

#### **14/010 – PLANNING APPLICATIONS**

The Clerk had circulated a detailed list of current outstanding planning applications including applications received since the November Parish Council meeting and considered by the Planning Committee. The table below shows the plans that have been 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.

Ref: 13/03542/FUL – Single-storey side extension at St Everilda’s Church, Church Lane by Revd Jeremy Sylvester.	No objections
Ref: 13/03616/FUL – Two-storey side and single-storey front extension at 15 Poppleton Hall Gardens by Mrs Jane Mansfield.	No objections
Ref: 13/03647/LBC - Alterations to barn including additional steel structure, rebuilding of upper section of rear wall, replacement timber staircase, underfloor heating and enlargement of previously approved roof lights at 36 Church Lane by Mrs M Van Tol.	No objections
Ref: 13/03656/FUL – Erection of detached bungalow to side of Mill Race Bungalow, Main Street (resubmission) by Mr Ken Hunter.	No objections

(b) *To note Local Authority Planning Decisions*

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

- Ref: 13/02693/ADV – Display of 1no illuminated fascia sign to rear at Business Living Ltd, 2 Opus Avenue by Bytemark Hosting.
- Ref: 13/02938/FUL – Two-storey and single-storey rear extension and detached annex to rear at 24 Church Lane by Mr James Gore.
- Ref: 13/03229/FUL – Single-storey side and rear extension, replacement garage and alterations to roof including increased ridge height and dormers to front and rear at 41 Millfield Lane by Mrs K Messenger.
- Ref: 13/03326/FUL – Single-storey rear extension at The Cedars, 2 Hallgarth Close by Mr Richard Harper.

- Ref: 13/03351/TPO – Crown reduce by 4 to 5m Lime (T1), Reduce Scots Pine (T2), Trees protected by Tree Preservation Order 1/1970 at Lime Tree House, 15a Hillcrest Avenue by Mr Nicholson.
- Ref: 13/03406/LBC – Internal and external alterations including replacement doors and drive way at Fruit Farm, 1 Main Street by Mr Ian Kitching.
- Ref: 13/03519/TCA – Fell 3x evergreen trees in the Conservation Area at 1 Poppleton Hall Gardens by Mr Paul Gibson-Simpson.
- Ref: 13/03542/FUL – Single-storey side extension at St Everilda’s Church, Church Lane by Revd Jeremy Sylvester.
- Ref: 13/03616/FUL – Two-storey side and single-storey front extension at 15 Poppleton Hall Gardens by Mrs Jane Mansfield.
- Ref: 13/03647/LBC - Alterations to barn including additional steel structure, rebuilding of upper section of rear wall, replacement timber staircase, underfloor heating and enlargement of previously approved roof lights at 36 Church Lane by Mrs M Van Tol.

**14/011 – PARISH COUNCIL LAND – TO RECEIVE PROGRESS REPORTS AND MAKE APPROPRIATE DECISIONS ON**

*(a) Grass cutting*

No news to report.

*(b) The Moat Fields*

It was noted that Entry Level Stewardship Grant will end next year with a loss of income of approximately £1,150 per annum.

*(c) Allerton Drive garden*

The Clerk reported having received one quotation for cutting back the hedge and is expecting a second quotation within the week. It was agreed that the contract be awarded to the person with the lower quotation and that the work be done immediately thereafter. **(Action Clerk)**

*(d) The Cartsheds and Wildlife area*

No report on this subject

*(e) The management of Parish Council woodland*

The Conservation Volunteers are to carry out the agreed work on Warren Lea on 22 and 23 January.

*(f) Repairs to the War Memorial*

No news to report on this subject. The repair work should have commenced. The Clerk is to chase up the contractor. **(Action Clerk)**

*(g) Work to Common Land trees and bushes including pollarding ash trees*

It was noted that two quotations had been received for the work. The lower quotation was well under the £5,000 set at the November Parish Council meeting so the contract had been awarded to Sam Dickson who had already submitted a planning application for the work to the City Council.

*(h) Repairs to the car park at St Everilda’s Church*

The City Council had inspected the site and submitted a quotation of £713 for carrying out the appropriate repair work. As this sum was under the authorised amount the contract had been awarded to the City Council and the work should be done within the next few weeks.

#### **14/012 – TO RECEIVE A REPORT ON VILLAGE POLICING**

Note of the following incidents in Nether Poppleton had been received from Nigel Colley PCSO 5642, Rural West Safer Neighbourhood Policing Team.

5 Nov	Criminal damage	Car damaged	Riverside Gardens
10 Nov	Theft	Cycle taken	Millfield Lane
14 Nov	Theft	Copper piping taken	Opus Avenue
19 Nov	Theft	Bins taken	Opus Avenue
20 Nov	Theft	Jewellery taken, two arrests	Allerton Drive
26 Nov	Theft	Cycle taken, returned to owner. One youth dealt with	Millfield Lane
30 Nov	Commercial burglary	Tools, machinery taken	Millfield Lane
10 Dec	Auto crime	Number plates taken from vehicle	Ebor Way

PCSO Colley reported that figures against last year show an increase in overall crime of 2.0%.

#### **14/013 – TO RECEIVE REPRESENTATIVES’ REPORTS**

Cllr. Powell reported on

- (a) The Rural West York Residents’ Forum meeting held on 20 November
- (b) The Rural West York Ward Team meeting held on 16 January

#### **14/014 - FOOTPATHS - TO RECEIVE PROGRESS REPORTS AND MAKE APPROPRIATE DECISIONS ON**

(a) *Diamond Jubilee Footpath extension*

It was reported that a meeting is being arranged with the City Council and Evans, the owners of the area in question.

(b) *Thickpenny Farm*

No news on this subject.

#### **14/015 - TO CONSIDER PARISH COUNCILLOR TRAINING**

It was noted that there would be no suitable training courses in February.

#### **14/016 – TO REPORT PROGRESS ON THE USE OF SOCIAL MEDIA AS A MEANS OF COMMUNICATION**

The Clerk has arranged to meet with Cllr. Walsh for training on the use of Twitter.

#### **14/017 – TO DISCUSS THE PRIORITIES THROUGH THE LONG RIDGE LANE CHICANE**

It was reported that the City Council was to consult with residents in Long Ridge Lane in January to ascertain if they would want the chicane to be taken away or the system extended further along the lane.

#### **14/018 - TO CONSIDER WHETHER TO PROCEED WITH A NEIGHBOURHOOD PLAN**

Prior to the meeting the Chairman had circulated details of a website on Neighbourhood Planning. It was resolved to join with Upper Poppleton Parish Council in arranging a public meeting to discuss the development of a Neighbourhood Plan for Poppleton.

**14/019 – TO CONSIDER THE CITY COUNCIL’S RESPONSE TO THE POSSIBILITY OF EXTENDING THE CYCLE PATH ALONG MILLFIELD LANE TOWARDS MAIN STREET**

The Clerk reported that the City Council had not yet responded to the Parish Council’s request for advice about having a cycle lane marked along each side of the road on Millfield Lane between Ebor Way and Manor Academy. **(Action Clerk)**

\*Councillor Walsh retired from the meeting at this point on the agenda.

**14/020 – TO AGREE THE ADOPTION OF NEW STANDING ORDERS**

Prior to the meeting the Clerk had circulated a set of Standing Orders revised by Cllr. Powell for Councillors to read. It was agreed that the revised Standing Orders be adopted with one amendment, i.e. that meetings should last no longer than two and a half hours.

**14/021 – TO AGREE TO CREATE A REGISTER OF COMMUNITY ASSETS**

This subject was discussed. It was noted that Part 5 Chapter 3 of the Localism Act 2011 provides for a scheme called ‘assets of community value’. Part of the Government’s community empowerment agenda, it requires a local council to maintain a list of ‘community assets’.

Nominations for community assets can be made by parish councils or by groups with a connection with the community. Individuals cannot nominate community assets. If the nomination is accepted, the group will be given time to come up with a bid for the asset when it is sold.

The right to bid only applies when an asset’s owner decides to dispose of it. There is no compulsion on the owner of that asset to sell it. The scheme does not give first refusal to the community group, and it is not a community right to buy the asset, just to bid. This means that the local community bid may not be the successful one.

It was agreed in principle to investigate the creation of a Register of Community Assets. **(Action all Councillors and Clerk)**

**14/022 – TO RECEIVE AN UPDATE ON THE CREATION OF ONE PARISH COUNCIL FOR POPPLETON**

After discussion it was resolved to leave the proposition on the table for further consultation at a later date.

**14/023 – TO SEEK A NOMINATION FOR AN OBSERVER TO THE POPPLETON COMMUNITY TRUST**

Cllr. Keeling agreed to be the Parish Council’s observer to the Trust.

**14/024 – TO AGREE THE DATE OF THE APRIL PARISH COUNCIL MEETING**

It was noted that the third Monday in April is Easter Monday. It was agreed that the April meeting should be moved to the fourth Monday, 28 April.

**14/025 – TO NOTE THE DATES OF FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
21 Jan	Poppleton Community Trust Executive Committee	Poppleton Centre/ 7.00pm	Keeling
23 Jan	Poppleton Youth Action Group	15 Bankside Close/ 8.00pm	Bradley

29 Jan	Poppleton Transport Group re A59 Park & Ride	Site Office/ 11.00am	Powell, Jones
6 Feb	YLCA York Branch	Folk Hall, Hawthorn Terrace, New Earswick/ 7.00pm	Powell, Bradley

**14/026 – TO CONSIDER MINOR MATTERS**

None arising.

**14/027 – TO CONSIDER ITEMS FOR THE NEXT AGENDA**

The installation of a bus shelter at the bus stop by the flyover in Millfield Lane.

**14/028 - TO AGREE THE DATE OF NEXT MEETING AS MONDAY 17 FEBRUARY 2014**

It was agreed that the next meeting would be held at 7.00pm in the Poppleton Centre on Monday 17 February 2014.

The meeting closed at 9.25 pm.

Chairman.....

Date.....

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