

NETHER POPPLETON PARISH COUNCIL

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

PRESENT:

Cllr. G A Bradley (Chairman)

Cllr. J L Craven

City Cllr. Chris Steward

Cllr. E M Jones

Cllr. P H F Powell

Cllr. M Reynolds

Cllr. D A Simpson

Mr B J W Mackman (Clerk)

Prior to the commencement of the meeting Cllrs. noted the death of Peter Hawkins. Cllr. Powell in paying tribute mentioned that Peter had been a former member of this Council and a Chairman of Upper Poppleton Parish Council. He referred not only to the work that Peter had done as a Cllr. but also as a Trustee of the Poppleton Community Trust and many other organisations. Cllrs. endorsed the tribute.

14/241 – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (NOT PREVIOUSLY DECLARED) ON ANY MATTERS OF BUSINESS

None.

14/242 – PUBLIC PARTICIPATION

None.

14/243 - TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE

Apologies for absence were received and approved from Cllr. C S Walsh.

14/244 - TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 15 SEPTEMBER 2014

The minutes of the Parish Council meeting held on 15 September 2014, having been circulated prior to the meeting, were approved and signed.

14/245 - TO RECEIVE THE CITY OF YORK COUNCILLORS' REPORTS – FOR INFORMATION ONLY

City Cllr. Chris Steward reported that with the result of the Westfield Ward By-election and the resignation of two Labour Councillors the City's Labour Party no longer has a majority on the City Council. The new state of the parties has already seen the rejection of the proposed Local Plan.

14/246 – TO RECEIVE THE CLERK'S REPORT:

(a) *Progress on the bus shelter at the bus stop by the bridge in Millfield Lane (Min. 14/219a)*

It was noted that the bus shelter has been installed.

(b) *Progress on the repairs to fencing by Warren Lea (Min. 14/219c)*

It was noted that the fence has been repaired.

(c) *Progress on reflooring the cartshed (Min. 14/223d)*

It was noted that the flooring has been completed.

(d) *Progress on removing the Baldock tree (Min. 14/223f ii)*

It was noted that the tree has been removed.

(e) *Progress on pollarding willows along the riverbank (Min. 14/223f iii)*

It was noted that the willows have been pollarded.

(f) *Progress on replacing the Millfield Lane notice board (Min. 14/233)*

It was noted that the notice board has been replaced.

14/247 - TO NOTE CORRESPONDENCE RECEIVED BY THE CLERK

14/247/1 - The Clerk referred to the following item of correspondence:-

- (a) Ainsty (2008) Internal Drainage Board - Completion of Audit statements for notice board
- (b) CYC - Local Justice Areas consultation
- (c) J Parker - Bulb Catalogue
- (d) Kay Bailey - CYC-Ward Team Survey
- (e) Poppleton Bowls Club - Funding request – this will be discussed at the November meeting

14/247/2 - It was noted that the correspondence received since the September meeting, as listed below, had already been circulated to the Councillors

- (a) Julian Sturdy - Special e-Bulletin on the Local Plan
- (b) Julian Sturdy - Letters and Surgery posters
- (c) Kay Bailey – CYC - Rural West team notes
- (d) Kay Bailey – CYC - Engaging Lunchtimes & Network
- (e) Navigus Planning - Journal
- (f) Poppleton Community Trust - Beth Kirkham is the new Centre manager
- (g) YLCA - White Rose Updates for September and October 2014

14/247/3 - It was agreed that the correspondence received since the September meeting, as listed below, be circulated to the Councillors

Upper Poppleton Parish Council - Minutes of 8 September

14/248 – 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 October 2014. The reports reflected the receipts and payments below. The bank balances at 20 October were:

Current Account	£500.00
Business Money Manager Account	£24,954.04
National Savings Investment Account	£14,802.82

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

1726	Poppleton Under Fives	Grant	£440.00
1727	Linda Cariss	Internal audit fee	£80.00
1728	PKF Littlejohn LLP	External audit fee	£200.00
1729	Ken Falkingham	Cartshed flooring & notice board in Millfield Lane repairs	£460.00
1730	Queensbury Shelters	Bus shelter in Millfield Lane	£3,952.00
1731	Poppleton Community Trust	Room hire – September	£41.40

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

1732	Navigus Planning	Subscription to Journal of Local Planning	£50.00
1733	The Tree Fella	Removing willow tree branch at the pond	£180.00
1734	James Mackman	Salary – October	£463.78
1735	Post Office Ltd	Tax – October	£116.00
1736	James Mackman	Expenses	£98.62
1737	Peter Turpin Associates	Questionnaire (Locality funds)	£289.00
1738	Cllr. Jones	Reimbursement for printer ink and photocopying (Locality funds)	£91.10

(c) Income Received

Poppleton Tithe Barn	Cartshed rent	£80.00
Locality	Neighbourhood Planning grant	£810.00

(d) To discuss donation to Citizens' Advice Bureau

It was noted that the Parish Council has given a £50 grant to the CAB for many years. However, the Councillors agreed that before considering giving a grant in the current year they would like to see a local report from the CAB. **(Action Clerk)**

(e) To confirm the insurance of the bus shelter in Millfield Lane

The Clerk reported that he had insured the new bus shelter and the Councillors confirmed their agreement of this fact.

(f) It was agreed that because the Locality Grant was to cover specific areas of the Neighbourhood Plan development, that in future a separate set of accounts for income and expenditure would be supplied by Cllr. Jones for each Parish Council meeting.

14/249 – PLANNING APPLICATIONS

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

Details of Planning Application	Comments
Ref: 14/02005/LBC – Installation of secondary glazing at Priory House, 2 Main Street by Mr Matthew Webber.	No objections
Ref: 14/02175/FUL – Variation of conditions 6 and 9 of permitted application 06/02495/FUL to alter opening hours and to allow use of unit 8 as performing arts studio (use Class D2) at Westfield House, Millfield Lane by Mr Paul Butler.	The Parish Council does not object but requests that a condition is attached to the approval that will prohibit parking on the road on the road verges and on the footpath/cycleway. This to alleviate congestion. We bring to your attention the continuous heavy duty traffic to and from the Tangerine factory and bus services which operate at least four times per hour. We suggest a Committee visit or at least a photographic record is made of the ongoing daily congestion before this application is determined.

(b) To note Local Authority Planning Decisions

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

- Ref: 14/01719/FUL – Two-storey rear extension at 16 Midway Avenue by Mrs Vanessa Connolly.
- Ref: 14/01846/FUL – Single-storey rear extension and retrospective change of use of land from agricultural to residential curtilage at Woodhouse Farm, Lords Lane by Mr & Mrs Chisholm.
- Ref: 14/01911/TCA – Crown reduce by 2-3m Cherry and Willow, Trees in the Conservation Area by Mrs Christine Hoather.

14/250 – PARISH COUNCIL LAND – TO RECEIVE PROGRESS REPORTS AND MAKE APPROPRIATE DECISIONS ON

(a) Grass cutting to agree a revised specification for 2015-17

Cllrs. considered the amended grass cutting specification as drawn up by Cllr. Powell. After discussion it was agreed to accept the new specification. It was agreed to ask three contractors to submit tenders for the two-year contract which will commence on 1 April 2015. Tenders are required by 15 January 2015. **(Action Clerk)**

(b) The Moat Fields

Cllr. Craven reported on the Moat Fields Management Group (MFMG) meeting of 14 October and mentioned that some tree work was required for which Mr Gregory had been approached. It was decided that this work should be submitted to tendering and Cllr. Craven was asked to inform the MFMG of this. **(Action Cllr. Craven)**

(c) Allerton Drive garden

The hedge has not yet been cut. **(Action Clerk)**

(d) The Cartsheds and Wildlife area

- i. It was noted that the new flooring of two bays in the Cartshed had been carried out on 23 September.
- ii. A report on the inspection of the Cartsheds for woodworm was noted and will be discussed at the November meeting.
- iii. It was agreed that John Butler be asked to look at the structure of the roof and report on its condition. **(Action Clerk)**
- iv. It was agreed to fund the cost of the removal of a willow tree branch that had been growing over the pond and had been removed by The Tree Fella on the instruction of the Wildlife Trust.

(e) The management of Warren Lea including consideration of awarding a contract to TCV to look after the area on an annual basis

A revision of the contract is yet to be received. **(Action Cllr. Jones)**

(f) Trees including reconsidering tree works at Riverside Walk

Cllr. Powell reported on his meeting with Sam Dickson. He explained the reasoning for the City Council's instructions with regards to the tree works. It was agreed that Mr Dickson be instructed to carry out the works as per the City Council's instructions. **(Action Clerk)**

(g) Verge protection in Main Street and Ousemoor Lane

The Councillors considered the Planning Inspectorate Guidance Sheet sent by the City Council and agreed that the installation of bollards on the triangle was exempt under Section 4. It was resolved that the School and the City Council be advised of the Parish Council's plans to have the bollards installed prior to the works starting. **(Action Clerk)**

(h) Common Land registration

The Clerk tabled the document showing that the Parish Council registered its Common Land under the Commons Registration Act 1965 on 29 February 1968. This confirms the City Council's assertion that the land was registered as a green.

(i) To agree a response to the letter from Mr Sharp regarding the building material in front of Ash Grove House

The Councillors considered a letter received from Mr Sharp and a response drafted by Cllr. Powell. It was agreed that the response should be sent to Mr Sharp. **(Action Clerk)**

14/251 – 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.

10 Sep	Robbery	Shoes and socks taken from youth	Millfield Lane
17 Sep	Theft	Theft by employee	Millfield Lane
24 Sep	Theft	Waste oil taken	White Rose Close
29 Sep	Autocrime	Two vehicles entered, items taken	Millfield Gardens

PCSO Colley reported that figures for Rural West York show a reduction of 8% against last year.

14/252 – TO RECEIVE REPRESENTATIVES' REPORTS

(a) Cllr. Bradley reported on the PYAG AGM held on 1 October.

(b) Cllr. Powell reported on:-

- i. The Rural West York Team meeting held on 22 September
- ii. The YLCA York Branch meeting held on 2 October

(c) Cllr. Jones reported on the Manor Academy Full Governors' meeting held on 24 September.

14/253 - FOOTPATHS - TO RECEIVE PROGRESS REPORTS AND MAKE APPROPRIATE DECISIONS ON

(a) Diamond Jubilee Footpath extension

Cllr. Craven gave an update on this subject. It was noted that the City Council tenant is proposing to install a second gate on the access road in order to deter fly-tippers.

(b) Thickpenny Farm

It was noted that there have been two objections to the proposal so the application for a change in position of the footpath will now have to go to appeal.

14/254 - TO CONSIDER PARISH COUNCILLOR TRAINING

It was agreed that none of the current training events on offer were appropriate for the Councillors.

14/255 – TO RECEIVE AN UPDATE ON THE PARISH COUNCIL'S TWITTER ACCOUNT

The Clerk reported that he had tweeted nine times since the September meeting. Tweets included a photograph of the new bus shelter in Millfield Lane, a note about litter on the village verges, illegal parking in Millfield Lane and notes about the Neighbourhood Plan and Parish Council business. There are currently 41 followers.

14/256 – TO CONSIDER THE FUTURE OF THE PARISH COUNCIL’S WEBSITE

Cllr. Bradley reported that he is in the process of consulting on a proposed website and will bring his proposal to the November meeting for discussion. **(Action Cllr. Bradley)**

14/257 – TO CONSIDER A PROGRESS REPORT ON THE NEIGHBOURHOOD PLAN FOR POPPLETON AND AGREE EXPENDITURE

Cllr. Jones reported that

- The City Council has formally approved the area for a Neighbourhood Plan
- Forty people attended the public meeting held at the Poppleton Centre on 9 October
- *Locality* has paid a grant of £810.
- A drone is being used to photograph the village and surrounding area from the air
- Questionnaires have been printed and are to be distributed to all households in the Poppletons
- A planning expert will be needed to make sure that the Plan is suitably drafted to pass examination by the City Council
- An income and expenditure report would be submitted to both Parish Councils itemising both locality spend and income. Also those expenditures against the funds set aside by the councils for the development, information and other necessary expenses as agreed by the committee.

14/258 – TO RECEIVE A PROGRESS REPORT ON THE YORK LOCAL PLAN

It was noted that the City Council has halted the proposed Local Plan and that parts of it are to be rewritten, especially with regards to the projected housing needs.

14/259 - TO DISCUSS PROGRESS ON THE PROPOSED ADVENTURE PLAYGROUND AT THE POPPLETON CENTRE

The Clerk reported that the Poppleton Community Trustees have agreed to support the adventure playground project in principle. The Clerk reported that three residents had expressed an interest in being on a steering committee to take the project forward. Cllr. Simpson agreed to represent the Parish Council on the steering committee with Cllr. Bradley as a substitute. The Clerk is to arrange a meeting. **(Action Clerk)**

14/260 – TO CONSIDER THE CITY COUNCIL’S COMMUNITY GOVERNANCE REVIEW

Cllr. Powell gave background information on this subject. After discussion it was agreed that the Parish Councillors were content with the existing Parish Boundary and number of Parish Councillors and agreed to take no action on the subject. The City Council is to be advised of this decision. **(Action Clerk)**

14/261 - TO NOTE ARRANGEMENTS FOR REMEMBRANCE SUNDAY AND AGREE EXPENDITURE

The Councillors considered a report on the arrangements for Remembrance Sunday. The Councillors agreed

- To distribute Service Sheets to those attending.
- To accept the estimated cost of £55 for printing the Service sheets, the trumpeter and acquiring two wreaths.
- The Clerk reported having completed the require paperwork for having the roads closed during the Act of Remembrance.
- A request from Mr Clayton to read out the names of those on the Nether Poppleton War Memorial on 11 November was accepted

14/262 – TO NOTE THE DATES OF FORTHCOMING MEETINGS

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
22 Oct	Neighbourhood Planning	Russett House/ 10.00am	Jones, Powell
28 Oct	CYC Coffee morning for tenants	All Saints Church Hall/ 10.00am	All
5 Nov	Neighbourhood Planning	27 Ebor Way/ 10.00am	Jones, Powell
6 Nov	Poppleton Youth Action Group AGM	15 Bankside Close/ 8.30pm	Bradley
9 Nov	Remembrance Sunday Service	Upper Poppleton Green/ 10.45am	All
11 Nov	Remembrance Day service	War Memorial, Main Street/ 11.00am	All
12 Nov	Rural West Forum	Poppleton Tithe Barn/ 6.30pm	All
19 Nov	The future of Council Services	West Offices/ 2.00pm	Powell
24 Nov	Rural West York Team	Askham Richard Village Hall/ 6.30pm	Powell

14/263 – TO CONSIDER MINOR MATTERS

None.

14/264 – TO CONSIDER ITEMS FOR THE NEXT AGENDA

Yorkshire in Bloom 2015, Newsletter, Ash Grove skip, website.

14/265 - TO AGREE THE DATE OF NEXT MEETING AS MONDAY 17 NOVEMBER 2014

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

The meeting closed at 9.27 pm.

Chairman.....

Date.....2015

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