

**NETHER POPPLETON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE POPPLETON CENTRE, UPPER POPPLETON, AT 7.00PM ON MONDAY, 19 OCTOBER 2015**

**PRESENT:**

Cllr. P H F Powell. (Chairman)

City Cllr. Ian Gillies

Cllr. S P Barry

Cllr. G A Bradley

Cllr. E M Jones

Mr B J W Mackman (Clerk)

Cllr. M A Reynolds

Cllr. I Woods

**15/243– TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (NOT PREVIOUSLY DECLARED) ON ANY MATTERS OF BUSINESS**

None.

**15/244 – PUBLIC PARTICIPATION**

None.

**15/245 - TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE**

Apologies for absence were received and the reason accepted from Cllr. Don Simpson.

**15/246 - TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 21 SEPTEMBER 2015**

The minutes of the Parish Council meeting held on 21 September 2015 having been circulated prior to the meeting, were approved and signed.

**15/247 - TO RECEIVE A REPORT FROM A CITY OF YORK COUNCILLOR**

City Cllr. Ian Gillies reported that the No. 10 bus service will be reverting back to a 30-minute timetable but not back to the old route down Poppleton Road, yellow lines in the York Business Park, broadband speeds and the Ward budget plans.

**15/248 - PLANNING APPLICATIONS**

(a) 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.

Ref: 15/01189/FUL – Installation of external air conditioning plant at Ntl Communication Service Limited, Millfield Lane by Virgin Media Ltd.	The Parish Council does not object but has concerns that the exhaust from the new plant installation is too close to the adjacent building
Ref: 15/01982/TPO – Various tree works including the felling of 2no. trees protected by Tree Preservation Order 1/1970 at The Coachouse, 38 Church Lane by Mr Robert Pulleyn.	The Parish Council strongly objects to the removal of more trees covered by TPOs in the Conservation Area. We have requested that the Planning Department asks for and passes to the Parish Council a detailed landscaping proposal for the outside works. This application is a further example of the “drip

	feed” approach, being the fourth of a series, and being a method of overcoming planning restrictions.
Ref: 15/01995/FULM – Change of use from warehouse/industrial (use class B2/B8) to leisure centre (use class D2) at Nanomotrics Uk Ltd, 3-7 Rose Avenue by Mr Guy Kilner.	No objections but we have major concerns regarding vehicle parking and a condition of approval should include “parking to be restricted to curtilage of building”.
Ref: 15/02160/TPO – Prune lower canopy of a sycamore protected by Tree Preservation Order No. 1/1970 at 31 Hillcrest Avenue by Mr Hunter.	No objections.

*(b) To note Local Authority Planning Decisions*

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

- Ref: 15/00895/FUL – Single-storey side extension at 50 Millfield Lane by Mr & Mrs Balmer.
- Ref: 15/01189/FUL – Installation of external air conditioning plant at Ntl Communication Service Limited, Millfield Lane by Virgin Media Ltd.
- Ref: 15/01316/FUL – Change of use from office (use class B1) to shop (use class A1) at 10 Evans Business Centre, Rose Avenue by Mr Barnaby Roe.
- Ref: 15/01831/FUL – Erection of porch to front at Blacksmiths Cottage, Ferrymans Walk by Mr Stuart Cariss
- Ref: 15/01944/TCA – Fell Spruce tree in the Conservation Area at Manor Farm, Church Lane by Mr Quentin Macdonald.

**15/249 – 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 19 October 2015. The reports reflected the receipts and payments below. The bank balances at 19 October were:

Current Account	£500.00
Business Money Manager Account	£29,590.78
National Savings Investment Account	£14,913.84

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

1843	SLCC North Yorkshire Branch	Clerk’s course	£20.00
1844	Poppleton Community Trust	Room hire – September	£21.40
1845	Edie Jones	Printer ink	£42.30
1846	Exactis Ltd	Printing, Neighbourhood Plan	£89.67
1847	The Conservation Volunteers	Work at Warren Lea	£600.00
1848	Robert Bryan	Work on Neighbourhood Plan	£125.00
1849	SLCC Enterprises	Clerk’s attendance at Regional Conference	£69.00
1850	James Mackman	Salary – October	£474.14
1851	Post Office Ltd	Tax – October	£118.40
1852	James Mackman	Expenses	£7.75
1853	PKF Littlejohn	External audit fee	£300.00

*(c) Income Received*

City of York Council	2 <sup>nd</sup> half year's precept	£10,500.00
Friends of Poppleton Tithe Barn Trust	Cartshed rent to 31 March 2016	£80.00
Mr K Hunter	Easement for Mill Race	£50.00

*(d) To agree the purchase of a wreath*

It was agreed that the Parish Council should purchase a wreath for the Chairman to lay at the War Memorial at 11.00am on 11 November.

*(e) To consider a request for a grant to the Poppleton Players*

This item had been included in anticipation of a request from Poppleton Players. As no request had been received the Councillors agreed to move to the next item.

*(f) To consider a request for a grant to the Poppleton History Society*

Prior to the meeting the Clerk had circulated a copy of an email from the Poppleton History Society in which details of the forthcoming publication of a book about the men whose names appear on the villages' War Memorials were given. The Society's request for a grant of £500 towards the production of the book was approved. However, the Councillors requested clarification on the number of copies to be printed and the planned distribution of the copies. They suggested that the History Society should consider using electronic media to reduce the number of hard copies that need to be printed. **(Action Clerk)**

*(g) To consider the external auditor's report*

The Clerk had circulated a copy of the external auditor's report prior to the meeting. There were three adverse comments.

- i. The auditors were objecting to the valuation of the Parish Council's assets which they said should be shown at cost. The Clerk gave each Councillor a copy of the assets schedule and showed that all the assets bar three were at cost. The Councillors agreed that value of the three assets were what they considered to be a correct figure. **(Action Clerk)**
- ii. The auditor was stating that a figure had been carried forward incorrectly from the previous year. The Clerk produced last year's Annual Return on which the auditor had given the figure that it now said was incorrect. It was agreed that the Clerk should inform the auditor and ask for their comments to be amended. **(Action Clerk)**
- iii. The amount shown as the precept on the Annual Return was incorrect. The auditor had given the correct figure. The Clerk amended the Annual Return and the amendment was initialled by the Chairman.

*(h) To consider the concept of the Council's pension obligations*

Councillor Powell gave an explanation of the Parish Council's responsibility in appointing a pension provider so as to meet its obligations under the new pension legislation. The Parish Council's staging date is 1st July 2016. The Clerk has registered himself as the contact with the Pension Regulator. Councillor Bradley agreed to be the Councillor responsible for ensuring that the Parish Council's pension scheme is set up.

**15/250 - PARISH COUNCIL LAND - TO RECEIVE PROGRESS REPORTS AND MAKE APPROPRIATE DECISIONS ON**

*(a) Grass cutting*

There is one more cut due for this year.

*(b) The quotations received for clearing the bank side to the rear of the bungalows in Riverside Walk*

Two quotations for the work were considered. It was agreed to accept the quote from TCV which included the planting of a hawthorn hedge at the top of the embankment. It was agreed

that Cllr. Jones would contact TCV to agree a timescale for this to take place. (**Action Cllr. Jones**)

*(c) The management of Warren Lea*

TCV have carried out the contracted works and left the area tidy for the winter period.

*(d) The management of the area between the War Memorial and the car park/access track*

It was agreed to accept a quotation of £200 from TCV for carrying out this work. (**Action Cllr. Jones**)

*(e) Allerton Drive garden*

It was noted that the hedge has been trimmed and the grass cut.

*(f) The Moat Fields*

Cllr. Woods reported that the fencing had been repaired and that there were now 25 sheep in the fields.

*(g) The Cartsheds and Wildlife area including a request for funds*

There was no report on the Cartsheds other than the Clerk had sent the half-yearly rent demand to the respective tenants.

The Councillors considered a request from the Wildlife Area trustees for £400 for the pruning of trees. It was agreed that the Parish Council would pay the invoices for the work so that the VAT could be reclaimed.

*(h) Replacement of the trees adjacent to Riverside Walk*

It was agreed that the trees would be replaced with a hawthorn hedge and that TCV would carry out the work..

**15/251 – TO DISCUSS THE FUTURE OF THE MILLENNIUM GREEN**

It was noted that the Chairman and Trustees had resigned following the Annual General Meeting. A new Chairman has been elected and a new body of Trustees established. It was suggested that a “Friends of the Millennium Green” should be created to help with the day to day running of the Green.

**15/252 - TO CONSIDER THE WORLD WAR 1 COMMEMORATION PROJECT – CENTENARY FIELDS**

Cllr. Jones spoke about this subject. Following a brief discussion it was agreed that no action be taken at this time but if land becomes available it would be reconsidered.

**15/253 – TO CONSIDER A REPORT PREPARED BY CLLR G BRADLEY FOR MORE EFFICIENT MEETINGS**

Owing to the lateness of the meeting it was agreed to defer discussion on this subject but to make it a priority item on the agenda for the November meeting.

**15/254 - TO CONSIDER SUPPORTING THE 2016 YORKSHIRE IN BLOOM COMPETITION**

Cllr. Powell reported that a team was prepared to organise the villages’ entry into the 2016 Competition and the Cllrs. agreed that they would support the entry.

## 15/255 – TO RECEIVE REPORTS ON/FROM

### (a) *Neighbourhood Plan*

Councillor Jones tabled the following report:-

- We have been able to incorporate the letter from Fiona Long into our submission document to the CYC LPA.
- We have been able to incorporate the plan from Jason Tait and Millers into our submission document.
- We have put the Plan through two Health Checks with Robert Bryan
- We have letters of support for the Neighbourhood Plan from Julian Sturdy MP
- We have now engaged with Locality who are our funding agents for the Neighbourhood Plan as there is an ongoing dispute with the City of York regarding and Strategic Environmental Assessment which they insist we need to do at a cost of between £3000 - £8000.
- We have written to the City Planner conceding that we will develop a scoping Strategic Environmental Assessment, requesting a timescale from them
- Plan to work with a consultant to develop the full SEA after consultation with EH, NE and EA the statutory consultation bodies. It is know that the EH report only reflected Mr Grainger’s words and did not reflect EH role which is to protect historic and cultural sites.
- The city has already done this work on the Former British Sugar Site where we are supporting the development of houses.
- The City has already done this work on the Civil Service Ground where we are suggesting that development is delayed till the full impact of 1100 houses on the Sugar Beet site onto the Boroughbridge Road is measured.
- We are continuing to work with all the interested parties to develop a Neighbourhood Plan.

### (b) *Local Plan*

It was reported that the City Council is having difficulty in agreeing the housing requirement for the city’s needs covering the next 15 years.

### (c) *Arrangements for Remembrance*

Councillor Powell outlined the arrangements for the Remembrance Sunday Service on the Upper Poppleton Green. This year the adults will be in All Saints Church and the children in the Methodist Church.

### (d) *Representatives who attended meetings*

- i. The Clerk had circulated Cllr. Simpson’s report on the Adventure Playground meeting held on 22 September.
- ii. Cllr. Powell reported on the YLCA York Branch meeting held on 1 October.

### (e) *The Parish Council’s website*

The Clerk reported that the website is up to date and recommended that Cllrs. logged on to the site as many times as they could so that the site would move up the Google rankings and be the site of choice rather than the old (now discontinued) website.

### (f) *Village Policing*

Note of the following incidents in Nether Poppleton had been received from Laura Thompson PCSO 5645, Rural West Safer Neighbourhood Policing Team.

2 Sep	Criminal Damage	Clothes damaged – domestic incident	Severn Green
10 Sep	Criminal Damage	Signs damaged	Great North Way,
13 Sep	Theft	Bike taken	St Everilda’s Church
14 Sep	Criminal damage	Windows smashed at school.	Manor School

### 15/256 - CLERK'S REPORT –

(a) *Progress on the easement for the surface water drain at Mill Race (Min. 15/232a)*

The Clerk reported that Mr Hunter had paid the £50 easement to the Parish Council, that he had signed the solicitor's document of engagement and that Mr Hunter had been advised of the solicitor's charges.

(b) *Progress on contacting the users of poppleton.net (Min. 15/228)*

The Clerk reported that he had contacted a couple of the users of poppleton.net and would proceed to contact all the users in due course. **(Action Clerk)**

### 15/257 - TO NOTE CORRESPONDENCE RECEIVED BY THE CLERK

*15/257/1 - The Clerk referred to the following items of correspondence:-*

- (a) Peter Brown, PYAG - Grant query
- (b) Sophie Badrick - Tansy Beetle email
- (c) Steve Whyley - Wildlife Trust update
- (d) YLCA - York Branch meeting papers

*15/257/2 - It was noted that the correspondence received since the September meeting, as listed below, had already been circulated to the Councillors*

<i>From Whom</i>	<i>Subject</i>	<i>Date Sent</i>
Julian Sturdy	E-Bulletin	22-Sep-15
Dan Calvert - CYC	Removal of tree notice - 14 Poppleton Hall Gardens	22-Sep-15
Graham Dixon	PCT - Trust accounts	22-Sep-15
Kay Bailey - CYC-	Engaging lunchtimes	23-Sep-15
Kay Bailey - CYC	Website information for residents about the ward committee	24-Sep-15
Joe Ashton - CYC	Our City - September 2015	25-Sep-15
Martin Gaunt	Millennium Green update	25-Sep-15
Gus McLaren	Millennium Green update	2-Oct-15
Julian Sturdy	E-Bulletin	2-Oct-15
Mora Scaife	CYC - Engaging Lunchtimes dates	8-Oct-15
Rural Action Yorkshire	Latest News	8-Oct-15
Dr Pauline Couper	Notice of students in the village	16-Oct-15

*15/257/3 - 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 14 September

### 15/258 - TO CONSIDER COUNCILLOR TRAINING

It was noted that Cllr. Jones is booked on the YLCA planning course on 7 November. No other courses on offer were considered appropriate at the moment.

### 15/259 – TO NOTE THE DATES OF FORTHCOMING MEETINGS

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
20 Oct	Rural West Ward Committee	Poppleton Centre/ 7.00pm	All
21 Oct	Neighbourhood Plan	32 Midway Avenue/ 2.00pm	Jones, Powell, Simpson
22 Oct	Cricket	Poppleton Centre/ 7.30pm	
26 Oct	Ward Team	Askham Richard Village Hall/ 2.00pm	Powell
28 Oct	Neighbourhood Plan	32 Midway Avenue/ 10.00am	Jones, Powell, Simpson

29 Oct	Poppleton Community Trust Exec	Poppleton Centre/ 7.30pm	Simpson
4 Nov	Neighbourhood Plan	5 School Lane/ 2.00pm	Jones, Powell, Simpson
1 Dec	Adventure Playground	Poppleton Centre/ 7.30pm	Simpson

**15/260 – TO CONSIDER MINOR MATTERS**

None.

**15/261 – TO CONSIDER ITEMS FOR THE NEXT AGENDA**

- North Yorkshire County Council, City of York Council and the North Yorkshire Moors National Park Authority Minerals and Waste Joint Plan,
- Parish Council pension scheme.

**15/262- TO AGREE THE DATE OF NEXT MEETING AS MONDAY 16 NOVEMBER 2015**

It was agreed that the next meeting would be held at 7.00pm in the Poppleton Centre on Monday 16 November 2015.

The meeting closed at 9.07 pm.

Chairman.....

Date.....2015

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