

**A MEETING OF COPMANTHORPE PARISH COUNCIL was held on TUESDAY, 11
NOVEMBER 2014 in the HOWELL HALL, SCHOOL LANE at 7.30 pm**

PRESENT:

**COUNCILLOR D CARR
COUNCILLOR B BELL
COUNCILLOR MS A LITTLE
COUNCILLOR G SIMPSON
COUNCILLOR MRS M TAYLOR
COUNCILLOR M LISTON
COUNCILLOR P WHITFIELD
COUNCILLOR R WEST
COUNCILLOR B BELL
COUNCILLOR MRS J SAXTON
COUNCILLOR MRS M MILLER**

Chairman

Councillor C Steward

City of York Council

1. APOLOGIES

Clerk, Mrs D Greenwell

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

3. MINUTES OF THE MEETING held on 14 October 2014, had not been circulated, therefore they could not be agreed.

4. NORTH YORKSHIRE POLICE

The report had been received and circulated. The trend was that the number of burglaries is down but there has been a slight increase in anti-social behaviour. Councillor Simpson stated that he would be away for three months and it was decided that, in his absence, the reports would go to Councillor Carr who would then circulate them to the rest of the Council.

5. CLERK'S REPORT

In the absence of the Clerk, there was no report.

6. ACTION REVIEW

The Chair would like the Action Points appropriately placed in the agenda and the minutes. This is to be discussed at the next meeting. The Action points so far are:

- a) Payment for easement across Low Green
- b) Section 106 payments
- c) BOAT for Low Westfield Lane.

Whilst some of the above are long term it is important to keep them as Action Points so that they are not forgotten.

7. FLOODING

Cllr Carr reported on a recent meeting which he had attended on the problem of sewage flooding gardens and the street in Sawyers Crescent. He has arranged a meeting for Thursday, 13 Nov., with representatives from CYC, Yorkshire Water and Julian Sturdy MP to address the issue.

Cllr Simpson informed the meeting of a legal case, Rylands and Fletcher, 1935, which illustrates legal liability in such cases. He also informed the meeting that Yorkshire Water will organise a clean-up and pay residents compensation. He is to forward the relevant telephone number to Cllr Carr.

Action: Cllrs Carr and Simpson

8. VEHICLE ACTIVATED SPEED SIGNS

Cllr West reported on this issue:

The firm of Unipart can supply moveable signs which will record registration numbers and speeds. The signs show the drivers the speed at which they are actually moving. The battery life is 3 weeks and they also supply a range of brackets and fittings. The signs come at a cost of £2,500 - £3,000. It had been agreed at a previous meeting that one of these should be obtained if agreement was forthcoming from CYC and the Police.

The Clerk had been asked to contact CYC for permission to affix these signs to lampposts. As it was not known whether this had been done, Cllr Whitfield volunteered to contact CYC to ascertain the position. This was agreed.

Action: Cllr Whitfield

9. PARKING, MERCHANT WAY

A resident had complained to Kay Bailey (CYC) and ward councillors about workmen's cars blocking free access up and down Merchant Way. As a result, Cllr Carr had been to see the foreman of the site on Top Lane and discussed the problem. The foreman will ask the workmen to park their vehicles in staggered groups in order to leave room for larger vehicles, such as buses, to freely move up and down the road. Cllr Carr reported this back to Kay Bailey and then Cllr Steward and Ms Bailey then reported back to the resident concerned.

10. COLD CALLING

Nothing to report on this at the present

11. RURAL WEST

Cllr Steward gave the dates of the Rural West Ward Team Meeting at Askham Richard Village Hall on Monday, 24th Nov at 6:30pm and the Ward Meeting at 10am on Thurs 20th Nov at Askham Richard Village Hall.

12. NEIGHBOURHOOD PLAN

Cllr Carr reported that the Edit Group is to finalise the text on Friday 14th Nov and the final version would be handed in to CYC on Weds 19th Nov. Due to a motion led by Cllr Reid, calling for CYC proposed housing numbers in the Draft Local Plan to be reviewed, the Neighbourhood Plan now needs some amending to reflect, not only the changed situation in the draft Local Plan following Cllr Reid's motion, but also to take into account the various comments and suggestions following the Pre- Submission Consultation which ended on 14th October.

A Press release about the Copmanthorpe Neighbourhood Plan, citing this motion, had been circulated to parish councillors before the meeting. It was agreed to use this.

Cllr Carr went on to outline the next steps in the process: Submission to CYC, examiner chosen, Plan examined by approved examiner, if approved then a parish referendum follows. If more than 50% of those voting in the referendum approve the Plan then it becomes a legal document and, as such, part of the planning process for the City.

Cllr Simpson, on behalf of the Parish Council, expressed thanks to the CNP Group for all their hard work and dedication over the past two years in producing such a well-planned document which refers to the neighbourhood and parish and which was prepared and planned by people who care for the community.

Cllr Taylor called for a vote of thanks for Cllrs Carr, Whitfield and Bell for all the hours of extra work and commitment they, in particular, had invested in finalising the Plan.

Proposed: Cllr Liston

Seconded: Cllr Little

Unanimous

13. DRAFT LOCAL PLAN

Cllr Steward reported that the Draft local Plan is now under review, following approval of Cllr Reid's motion on proposed housing numbers. It is yet to be decided whether a working group will be established to undertake this review or if CYC officers will do so.

14. YOUTH CLUB/ HOWELL HALL

As Cllr Auton has resigned there is not now a councillor with a liaison role with this body. Councillors were asked to consider taking on this role

15. PUBLIC TRANSPORT

Nothing to consider at present: as with the youth Club, there is a vacancy for this liaison role. Cllr Whitfield is to circulate the present Council structure spread sheet which will show those areas where there are vacancies. Councillors are asked to consider their roles for the next meeting.

Action: Cllr Whitfield

16. ALLOTMENTS

Cllr Liston reported that there are some letters to be sent out to tenants whose allotments need some attention. These cannot be sent out until the Clerk returns from holiday.

Cllr Taylor reminded the Council that there was a dedicated email address for the Allotment Committee which had been set up when the committee had first been formed. Cllr Whitfield is to forward this to the members of the committee.

This committee also needs another member to replace Cllr Auton.

Action: Cllr Whitfield

17. WW1 COMMEMORATION/ PC PHOTO COMPETITION

It was agreed that the text for the commemoration would now go into the January Newsletter.

Cllr Taylor reported that there are now two entries for the Photographic Competition and that, therefore, she will contact the judge and ask him to decide on a winner.

Action: Cllr Mrs Taylor to send text to Cllr Whitfield
Cllr Mrs Taylor to contact judge

18. SHOPPING CENTRE

Complaints about the shopping area have been received:

The height of the steps up into the shops are causing problems for some people

Also the car park surface is now in a very bad state,

Cllr Whitfield explained the history of the Parish Council and the Shopping Centre issues to the newer members of the Council.

It was agreed to ask the Clerk to write to the owner, Mr Spence, to bring the complaints to his attention and to ask what actions he intends to take to address the issues.

Action: Clerk

19. REPORTS FROM COMMITTEE CHAIRMEN

a) Planning

The Planning Report has been circulated. There were no questions.

b) Finance

Cllr Little reported that the letter about parish grants had not been inserted in the November Newsletter as arranged with the Clerk. In the light of this, the notice will now go into the December edition and the timetable will have to be adjusted accordingly. There will be a meeting early in January 2015 to discuss the grant requests and a meeting later the same month to set the precept.

Cllr Mrs Taylor is to arrange a meeting with the Clerk before the next Council meeting in order to bring the expenditure for the Neighbourhood Plan up to date.

Action; Cllr Mrs Taylor/ Clerk

Cllr Mrs Little, as new Chair of Finance, is reviewing financial procedures.

Action: Cllr Mrs Little, Clerk

It was agreed that authorisation of expenditure needs to be divorced from cheque writing as this is one area highlighted in the Risk assessment document. The Finance Committee is to discuss this process and report back at the next Council meeting in December.

20. RISK ASSESSMENT

Cllr Bell reported on this: some risks are associated with finance handling and it is imperative that personal and collective risks are minimised.

21. FINANCE

In the Clerk's absence, no formal accounts were presented to the meeting. It was agreed that it was necessary to revert to the system of circulating the financial statements to councillors in advance of the meetings. Cllr Ms Little is to liaise with the Clerk to organise this.

Action: Cllr Ms Little/Clerk

22. ITEMS FOR THE NEXT AGENDA

Photographic competition

Before the end of the meeting Cllr Carr announced his decision to stand down from his position as Chair following the end of this meeting; he is to remain as a councillor. Cllr Mr Whitfield led a vote of thanks to Cllr Carr for all his hard work, time and dedication over the period of his Chairmanship.

Cllr Mrs Taylor was voted in as Chairmen;
Proposed; Cllr Whitfield
Seconded; Cllr Bell
Unanimous

Cllr West was voted in as Vice Chairmen;
Proposed; Cllr whitfield
Seconded: Cllr Simpson
Unanimous

There being no further business the Meeting closed at 9.00 pm.

Signed Date

Actions:

Following up the problem of flooding in Sawyers Crescent:	Cllrs Carr and Simpson
Contact with CYC about siting of vehicle-activated speed signs;	Cllr Whitfield
Spreadsheet of Parish Council roles circulated to all councillors:	Cllr Whitfield
Dedicated Allotment Committee email address sent to members of that committee:	Cllr Whitfield
WW1 Text sent to Cllr Whitfield for inclusion in January Newsletter	Cllr Mrs Taylor Cllr Whitfield
Photographic Competition entries sent to judge:	Cllr Mrs Taylor
Letter to Mr Spence concerning complaints about shopping Centre:	Clerk
Up to date report on expenditure for Neighbourhood Plan:	Cllr Mrs Taylor. Clerk
Review of financial systems/procedures	Cllr Mrs Little Clerk
Return to circulation of financial reports in advance of each P C meeting;	Cllr Mrs Little Clerk