

## UPPER POPPLETON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE POPPLETON CENTRE, MAIN STREET, UPPER POPPLETON AT 7.00 PM ON MONDAY 14 NOVEMBER 2022

#### PRESENT:

Councillor Stuart Robson (Chairman)

Councillor Robin Garland

Councillor Anne Hook

Councillor Alan Johnson

Councillor Roper Langford

Councillor Neil Lawrence

Councillor Sheri Scruton

Councillor Rae Youngman

Four members of the public

Mr James Mackman (Clerk)

#### 22.164 - TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST (NOT PREVIOUSLY DECLARED) ON ANY MATTERS OF BUSINESS

None.

#### 22.165 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 10 OCTOBER 2022

The minutes of the meeting held on 10 October 2022, having been circulated and read, were accepted signed as a true record.

#### 22.166 - TO RECEIVE APOLOGIES FOR ABSENCE GIVEN IN ADVANCE OF THE MEETING

Apologies for absence were received from Councillor Catterick.

#### 22.167 - TO CONSIDER THE APPROVAL OF REASONS GIVEN FOR ABSENCE

The reason for Councillor Catterick's absence was approved.

#### 22.168 - PUBLIC PARTICIPATION

Members of the public addressed the Councillors on the subject of the recently withdrawn request for stopping up order for the verge in Station Road

#### 22.169 - TO RECEIVE THE CITY OF YORK COUNCILLOR'S REPORT – FOR INFORMATION ONLY

City Councillor Anne Hook gave a verbal report.

#### 22.170 - PLANNING APPLICATIONS

(a) The Councillors considered the planning applications received since the October Parish Council meeting as listed below: -

Details of Planning Applications	Comments
Ref: 22/01695/LBC - External alterations to include replacement of 3no. windows to first floor rear elevation at Russett House, The Green, YO26 6DR.	No objection
Ref: 22/01969/CLU - Certificate of lawfulness for use as a dwellinghouse for those not employed by	No objection

horticulture at Kassandra Nursery, Boroughbridge Road, YO26 6QB.	
Ref: 22/02105/TCA - Crown reduce 1no. Cherry tree by 30% - tree works in a Conservation Area at 2 The Green YO26 6DD	No objection
Ref: 22/02106/FUL – Two-storey side extension and single-storey rear extension following demolition of existing garage and side extension at 1 Cherry Grove, YO26 6HG	No objections but wish to see that there is adequate parking for vehicles on the site.
Ref: 22/02214/TCA - Crown reduce and lift 1no. Sycamore tree in a Conservation Area at Mill Bank House, Main Street, YO26 6JU	No objection

*(b) To note Local Authority Planning Decisions*

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

- Ref: 21/00800/FUL - Erection of 2 no. dwellings with vehicle access from Dikelands Lane at Crossfields, Main Street.
- Ref: 22/01845/CLD - Certificate of lawful development for side extension at The Black House, Boroughbridge Road, YO26 8JU.
- Ref: 22/01834/FUL - First floor side and single-storey rear extension, conversion of garage to living accommodation and flat roof canopy to front (resubmission) at 23 Springfield Road, UP26 6JJ.
- Ref: 22/01845/CLD - Certificate of lawful development for side extension at The Black House, Boroughbridge Road, YO26 8JU.
- Ref: 22/02105/TCA - Crown reduce 1no. Cherry tree by 30% - tree works in a Conservation Area at 2 The Green YO26 6DD

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

- Ref: 21/02804/FULM - Extension to warehouse (B8 Use with ancillary office/welfare space) with service yard, vehicular and cycle parking, and landscaping at Pavers Ltd Catherine House, Northminster Business Park, Harwood Road.

It was noted that the following application had been withdrawn: -

- Ref: 22/01555/FULM - Extension to Pavers facility to provide office space with associated car parking and landscaping at Pavers Ltd, Catherine House, Northminster Business Park Harwood Road.

## **22.171 - FINANCE**

*(a) To receive a financial statement*

The Clerk had emailed Councillors a detailed report showing the actual income and expenditure for the year for the period to 14<sup>th</sup> November 2022. The report reflected the receipts and payments below. The bank balances on 14<sup>th</sup> November were: -

Current Account	£500.00
Business Money Manager Account	£54,974.36

(b) To note accounts for payment (net of VAT);

69 CHG	HSBC	Bank charges	£8.00
70 BP	Poppleton Community Trust	Grant 2022-23	£5,000.00
71 BP	Poppleton Luncheon Club	Grant 2022-23	£100.00
72 BP	Upper with Nether PCC	Grants 2022-23	£1,500.00
73 BP	Upper with Nether PCC	Lord Collingwood car park cleaning	£36.00
74 BP	NetWiseUK	Upgrading website	£199.00
75 DD	EDF Energy	Guild hut electricity	£19.80
76 BP	Sleightholm Landscapes	Cutting grass, verges & hedges	£558.00
77 BP	Poppleton Community Trust	Room hire – 10 October	£28.00
78 DD	B&Q	Bulbs for Village in Bloom	£71.00
79 BP	James Mackman	Salary - November (including back pay to 1 April)	£871.25
80 BP	HMRC	Income tax & Employers NI	£263.48
81 BP	James Mackman	Expenses	£6.50

(c) To receive a report on income received

HMRC	Two VAT refunds	£176.53
Nether Poppleton PC	Half cost of website upgrade	£99.50

(d) To consider the external auditor's report

Prior to the meeting the Clerk had emailed the external auditor's report to the Councillors. The contents of the report were noted.

(e) To ratify the increase in the Clerk's salary backdated to 1 April 2022

This was agreed.

## **22.172 - TO CONSIDER MATTERS RELATING TO THE VILLAGE GREENS, ALLOTMENTS AND GUILD HUT**

(a) To consider a report from the Greens Working Group

The Group reported on subjects covered in the minutes below.

(b) Trees including

i. Considering quotations for the work identified in the last tree survey

It was noted that the last survey of the Parish Council's trees was in 2018. It was agreed that quotations for a new tree survey should be obtained. **(Action Clerk)**

ii. Agreeing the cost of acquiring and planting the Jubilee oak tree

It was agreed to set aside the sum of £260 for the project which Councillor Scruton is to progress. **(Action Councillor Scruton)**

(c) Events including Poppleton Under Fives' request to display an advertising flag

Poppleton Under Fives had asked for permission to display a 7-foot-high advertising flag during the hours that is open at the Methodist Chapel. The Councillors agreed

*(d) Maintenance including*

- i. The installation of something on the corner of the track in Chantry Green to prevent vehicles from driving over the grass*

A resident of Chantry Green had requested that a tree be planted at the bend on the track to deter drivers from cutting the corner and spoiling the grass. It was agreed not to accede to the request but to consider the matter as part of the project for the redesigning of the Green.

- ii. Agreeing the design of seats for installing on the Green*

It was agreed that seats to be installed on the Green in future should have metal ends and wooden slats. The Councillors were shown photographs of some designs. It was agreed that a formal proposal as to which seat is preferred would be made at a future meeting.

- iii. To consider a proposal to construct a pond on Chantry Green*

The Group reported that they had been working on the idea of having a pond in Chantry Green. Mike Fining had drawn up a draft plan of what the pond would look like and was thanked for the work he had done. To take the plan forward there will be consultation with the village. The Councillors were in favour of the concept of a pond.

- iv. Filling the potholes at the entrance to the Lord Collingwood car park*

A quotation of £300 from Ken Falkingham for filling the potholes was agreed. **(Action Clerk)**

- v. To agree the purchase of assorted bulbs for the Village in Bloom*

The Councillors agreed to pay the £71 cost of the bulbs to be planted as part of the village's ongoing Village in Bloom commitment.

*(e) Allotments*

No news to report on this subject.

*(f) Guild Hut*

The Clerk confirmed that the transfer of the electricity supply to the hut to EDF had been successful and that bills were now showing the daily standing charge to be at the agreed price of 25 pence.

**22.173 - TO CONSIDER MATTERS RELATING TO HIGHWAYS, FOOTPATHS, LAMPOSTS & SIGNS**

- (a) To receive an update on the possibility of converting the old coal yard at the station into a car park*

No news on this subject.

- (b) To consider reports on vandalism*

No reports.

- (c) To receive other reports*

It was reported that one of the horizontal beams in the fence opposite the tennis courts had disappeared. The Clerk was deputed to ask the City Council to carry out the repair. **(Action Clerk)**

Councillor Robson reported that he had spoken to the farmer who owns the field in Black Dyke Lane who has agreed to cut back the hedge which has overgrown and obscures the sharp bend road sign.

**22.174 – TO CONSIDER COUNCILLOR & CLERK TRAINING**

Councillors had considered the courses on offer by the YLCA but agreed that none were relevant to the Parish Council.

**22.175 – TO AGREE TO ADOPT NEW MODEL COUNCILLOR-OFFICER PROTOCOL**

Prior to the meeting the Councillors had been given a copy of the new model protocol and resolved that it be adopted.

**22.176 – TO CONSIDER STAGING AN EVENT TO CELEBRATE THE CORONATION OF KING CHARLES III IN MAY 2023**

It was agreed that an event should be held to mark the occasion and a working group consisting of Councillors Lawrence, Robson and Scruton was formed.

**22.177 – TO CONSIDER HOLDING PARISH COUNCIL MEETINGS EVERY MONTH OF THE YEAR**

After a brief discussion it was agreed to continue with the existing ten meetings a year arrangement.

**22.178 - TO CONSIDER INCREASING THE CLERK'S SALARY COMMENSURATE WITH ANY ADDITIONAL PARISH COUNCIL MEETINGS**

Given the decision not to increase the number of meetings, there was no discussion on this subject.

**22.179 - TO RECEIVE COMMITTEES' REPRESENTATIVES REPORTS**

*(a) Listed Buildings Working Group*

It was noted that a copy of the booklet is in the Poppleton Library. Councillor Garland suggested that the two old but semi-derelict buildings in Blairgowrie should be included as they are part of the village heritage.

\* Councillor Garland retired from the meeting at this point in the agenda.

*(b) Model Farm easement project*

Councillor Youngman reported that he and Councillor Hook had been focusing on the issues surrounding the granting of easements and would be preparing a paper to be considered at the next meeting. **(Action Councillors Hook & Youngman)**

*(c) One Parish Council for Poppleton Working Party*

It was reported that another meeting with the Nether Poppleton Councillors is being arranged.

*(d) Poppleton Community Trust*

Councillor Youngman reported on the Trust meeting held on 20 October.

*(e) Village Show*

It was reported that the Village Show committee will meet in January.

*(f) YLCA York Branch*

Councillor Robson reported on the branch meeting held on 13 October.

*(g) Youth Club*

A committee meeting has been arranged for 29 November.

*(h) Any other meeting*

None.

**22.180 - TO RECEIVE A REPORT ON VILLAGE POLICIN38**

Prior to the meeting the Clerk had forwarded the incidents reported to the police for September and October 2022. The reports were noted.

## **22.181 - TO RECEIVE THE CLERK'S REPORT ON PROGRESS ON THE FOLLOWING:**

### *(a) Arranging a site visit to Pavers (Min. 22.151d)*

In view of the City Council's decision to refuse Pavers' recent planning application it was agreed that it was not necessary to visit the site.

### *(b) Setting up a formal approval process for use of the Green (Min. 22.153c)*

The Clerk explained that he had not yet put the agreed form on the website as he was waiting for the site to be upgraded. **(Action Clerk)**

### *(c) Old Forge Surgery complaints (Min. 22.158b)*

It was reported that the Clerk, in conjunction with the Chairman, had invited Prof. Mike Holmes, Chief Executive Medical Officer and Partner of the Haxby Group Practice, to attend the Parish Council meeting on 9 January 2023 and that Prof. Holmes has agreed to attend.

The Councillors were of the opinion that the Parish Council meeting could be well attended and agreed that a 6.00pm start with Prof. Holmes speaking first would be preferable to the usual 7.00pm start. The Clerk is to ask Prof. Holmes if he will be able to attend at 6pm. **(Action Clerk)**

### *(d) Tidying up the area by the Upper Poppleton sign on Station Road (Min. 22.158c)*

Councillor Johnson reported that he had cleared the vegetation on the corner and that there was little soil to be found. He said the maintenance of the area was being included in the revised grass cutting specification he was drawing up.

## **22.182 – TO NOTE CORRESPONDENCE RECEIVED**

*22.182.1 - It was noted that the correspondence received since the October Parish Council meeting, as listed below, had been circulated to the Councillors.*

- (a) Explore York Libraries & Archives - Annual Review 2021-22
- (b) Haxby Group - Notice of December Zoom meeting
- (c) Julian Sturdy MP - October Parliamentary Update
- (d) North Yorkshire Community Messaging - 'Stand up against street harassment' bystander webinar
- (e) Open Spaces Society - November update
- (f) YLCA - Information requests and Vacancies Bulletin and our new Training Bulletin
- (g) YLCA - Law & Governance - November 2022
- (h) YLCA - Meeting 13 October notes
- (i) YLCA - NALC Chief Executive's Bulletins
- (j) YLCA - New Officer/Member Protocol
- (k) YLCA - Re-arranged Zoom meeting with Police Commissioner
- (l) YLCA - Remote meeting with Police & Crime Commissioner - cancelled
- (m) YLCA - Training programme January-March 2023
- (n) YLCA - White Rose updates
- (o) York Bus Forum - Various documents

*22.182.2 - The Clerk referred to the following items of correspondence received since the October meeting: -*

- (a) CYC - Double taxation claim form for 2022-23 which the Clerk had completed and returned
- (b) CYC – Permission granted to close the Green on Remembrance Sunday
- (c) Millennium Green Trust - grant application form for 2023-24
- (d) Resident asking question about stopping up orders
- (e) Resident asking about extending the yellow lines in Station Road
- (f) Resident asking about parking in Lime Garth
- (g) Resident asking when the A59 Park & Ride would reopen
- (h) Vicar of All Saints Church - Out of date Church details on the website

**22.183 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
29 Nov	Youth Club Committee	15 Bankside Close/ 7.30pm	Langford, Hook
6 Dec	Poppleton Community Trust Exec	Poppleton Centre/ 8.00pm	Youngman
13 Dec	YLCA York Branch Liaison Committee	West Offices, YO1 6GA	Robson

**22.184 - TO CONSIDER MINOR MATTERS**

None.

**22.185 - TO CONSIDER NEW ITEMS FOR THE NEXT AGENDA**

- (a) Repainting the maypole
- (b) A tree survey in 2023

**22.186 - TO AGREE THE DATE OF NEXT MEETING**

It was agreed that the next meeting be held on Monday 9<sup>th</sup> January 2023.

There being no other business the Chairman closed the meeting at 9.48pm.

CHAIRMAN .....

DATE.....

James Mackman, Clerk 39 Calder Avenue, Nether Poppleton, York, YO26 6RG  
Tel: 01904 399277 - email: [hedges](mailto:&hedges)

The Parish Council's website can be found at <https://poppleton-pc.org.uk/>