

**UPPER POPPLETON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE POPPLETON**  
**CENTRE, MAIN STREET, UPPER POPPLETON AT 7.30 PM ON MONDAY 14 APRIL**  
**2025**

**PRESENT:**

Councillor Neil Lawrence (Chairman)

Councillor Alan Catterick

Councillor Ian Clark

Councillor Bill Hall

Councillor Anne Hook

Councillor David Johnson

Councillor Richard Robson

Councillor Sue Tomlinson

One member of the public

Mr James Mackman (Clerk)

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

None.

**25.067 - TO RECEIVE APOLOGIES FOR ABSENCE GIVEN IN ADVANCE OF THE**  
**MEETING**

Apologies for absence had been received from Councillor Sheri Scruton.

**25.068 - TO CONSIDER THE APPROVAL OF REASONS GIVEN FOR ABSENCE**

Councillor Scruton's reason for absence were approved.

**25.069 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 10 MARCH 2025**

The minutes of the meeting held on 10 March, having been circulated and read, were accepted and signed.

**25.070 - TO RECEIVE THE CITY OF YORK COUNCILLOR'S REPORT – FOR**  
**INFORMATION ONLY**

City Councillor Hook said that she had nothing to report.

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

*(a) Repainting the white lines on the Green (Min. 25.060a)*

It was noted that the white lines have been repainted.

*(b) Refurbishing the benches/seats (Min. 25.052dii)*

It was noted that six seats have been refurbished.

*(c) A barrier to prevent vehicles encroaching on the grass at the corner of the track in Chantry*  
*Green (Min. 25.052diii)*

It was noted that five bushes/trees have been planted.

*(d) The bollard on the pavement outside Nisa (Min. 25.052dvii)*

It was noted that the bollard has been reset.

## 25.072 - PUBLIC PARTICIPATION

None.

## 25.073 - PLANNING APPLICATIONS

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

Details of Planning Application	Comments
Ref: 25/00421/FUL – Single-storey rear extension and changes to fenestration to side elevation at Sycamore Lodge, Westview Close, YO26 6BE.	No objections
Ref: 25/00507/FUL - Single storey rear extension and reconstruction of existing garage and carport at 33 Station Road, YO26 6PX.	No objections
Ref: 25/00511/FUL - Variation of condition 13 of permitted application 16/02090/FUL to increase the number of spaces of children permitted to use the nursery at Muddy Boots, The Gardens, Boroughbridge Road, YO26 6QD.	<p>The Parish Council objects on the following grounds.</p> <p>There is unsuitable access for an increase in the number of vehicles There will be increased problems with access to Wheatlands House There will be a privacy problem for the neighbours There will be a greater parking problem for the neighbours There will be a significant increase in the already excessive noise created by the increase in the number of children We have concerns that there will be an increase in the number of pedestrians within the 40mph zone on the A59</p> <p>The Parish Council supports the objections raised by Mr &amp; Mrs Metcalfe.</p>
Ref: 25/00515/FUL - Resurfacing of existing car park and creation of permanent overflow car park at Muddy Boots, The Gardens, Boroughbridge Road, YO26 6QD.	Comments as for 25/00511/FUL above
Ref: 25/00555/FUL – Single-storey rear and front extensions at Kingsland Bungalow, YO26 6DF.	No objections

Ref: 25/00654/FUL - Raising of roofline to create 1no additional storey with dormer to side - revised scheme at Mill Race Bungalow, Main Street, YO26 6JX.	No objections
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*(b) To note Local Authority Planning Decisions*

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

- Ref: 25/00121/FUL – Single-storey side extension, enlarged dormer to side, installation of 3no. rooflights and removal of front boundary wall at 44 Dikeland Lane, YO26 6JF.
- Ref: 25/00129/FUL – Single-storey rear, front and side extensions and pitched roofs to front/side elevations following demolition of existing conservatory and rear projection at 16 Nether Way, YO26 6JQ.
- Ref: 25/00149/FUL - Two-storey side and rear extension, single-storey front extension, and alterations to external materials to use timber cladding and render at 28 Pear Tree Avenue, YO26 6HH.

## **25.074 - 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 April 2025.

The bank balances on 14 April were: -

Current Account	£100.00
Business Money Manager Account	£49,715.39

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

111 BP	Solopress	VE-Dasy banners	£59.83
112 DD	EDF	Guild hut electricity - February	£9.59
113 BP	Nether Poppleton PC	Share of Neighbourhood plan website annual cost	£106.47
114 BP	D-Tail Plants	Bushes and whips	£276.00
115 BP	James Higginbotham	Planting the above	£96.00
116 BP	Poppleton Community Trust	Room hire 10 March	£28.00
1 CHG	HSBC	Bank charges – Feb/Mar	£8.00
2 BP	Liz Linfoot	Music for VE-Day	£149.97
3 BP	James Mackman	Salary – April	£653.21
4 BP	HMRC	Income tax & Employers NI – April	£223.11

*(c) To receive a report on income received*

Northern Electric	Wayleave	£11.50
Nether Poppleton PC	Centrepiece articles contribution	£122.50
City of York Council	Double taxation grant 2024-25	£4,614.54
Allotment tenants	Allotment rents	£311.17

*(d) To review the Parish Council's Financial Regulations*

It was agreed to defer the review for the time being.

*(e) To agree to subscribe to the YLCA for 2025-26 - £663.00*

This was agreed. **(Action Clerk)**

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

(a) Trees: -

*i. The amended tree policy*

An updated tree policy was issued on 6<sup>th</sup> March.

Any comments are to be sent to Councillor. Scruton. The objective is to approve the Tree Policy at the May meeting. **(Action All)**

*ii. Fallen tree on Chantry Green*

It was noted that the agent for Blairgowrie has instructed a contractor to remove the fallen tree.

*iii. Replacement of trees in Blairgowrie*

It was noted that the City Council's Enforcement Officer is looking into the matter.

(b) *Biodiversity*

Councillor Lawrence referred to the biodiversity Duty document which had been completed by the Biodiversity sub-group. It was resolved that the document be formally adopted by the Parish Council.

(c) *Events – Poppleton Methodist Church, 31 May 2025*

An application by the Methodist Church to use the Green on 31st May was approved

(d) *Maintenance including: -*

*i. Replacing the pump at the corner of Lime Garth*

The Clerk reported that he had not yet received a response from the York Civic Trust about a grant for the work. The Clerk is to pursue the matter. **(Action Clerk)**

*ii. The removal of the redundant pipe by the bus shelter on The Green*

It was reported that the top section of the pipe had been removed and that the remaining part had been capped.

*iii. Resurfacing the Lord Collingwood car park*

The Clerk reported that one of the businesses he had contacted is visiting the site. The second had not replied

*iv. The hedge at the Lord Collingwood car park*

It was agreed that beech whips be bought and planted.

*v. The mole problem on Chantry Green*

Councillor Clark has acquired some coffee grounds which the scouts are going to use in June in an effort to deter the moles.

*vi. A boundary fence for Blairgowrie*

The Clerk reported that he had written to Blairgowrie's agent about erecting a boundary fence.

*vii. Moving the "Edna Brown" seat closer to the footpath in Chantry Green*

Moving the seat from under the tree on Chantry Green to where the old Coronation seat used to be was discussed. It was agreed that the donor of the seat should be asked he would give permission for this to happen. **(Action Clerk)**

*(e) Allotments*

- i. The Clerk reported that one of the tenants had relinquished his allotment but that it had been relet to a new tenant who had paid the rent and signed an allotment agreement.
- ii. The Clerk reported that one of the allotments has been left unattended for some time and that the tenant is in breach of their Allotment Agreement. It was agreed that the Clerk take the relevant steps to have the tenant use the allotment as intended or give the tenant notice to quit. **(Action Clerk)**

*(f) Guild Hut*

No news on this subject

*(g)* It was noted that within the last week the brewery's contractors had removed the Parish-council owned black painted fence and replaced it with a wooden one. It was noted that the brewery's Estate Manager had not known that the fence belonged to the Parish Council and had arranged for it to be replaced as the existing fence was in a poor state of repair. The question of whether the new fence should be replaced by a fence similar to the old fence was put to the vote and a majority agreed that the new fence should stay.

**25.076 – TO CONSIDER MATTERS RELATING TO TRAFFIC, HIGHWAYS, FOOTPATHS, LAMPPOSTS & SIGNS**

*(a) Reports on vandalism*

None.

*(b) Traffic issues in Upper Poppleton*

No report.

*(c) To receive other reports*

None.

**25.077 – TO CONSIDER COUNCILLOR AND CLERK TRAINING**

Details of YLCA courses are circulated to Councillors on a regular basis. It was agreed that none of the forthcoming courses were required.

**25.078 TO DISCUSS THE PROGRESS IN CREATING ONE PARISH COUNCIL FOR POPPLETON**

A completely new application for a Section 11 Grouping Order was sent to the City Council on 4<sup>th</sup> April and an acknowledgement was received on the 7<sup>th</sup> of April.  
A formal response to the application is awaited.

**25.079 - TO DISCUSS THE 'PROPOSAL' BY A THINK TANK FOR A NEW TOWN NEAR POPPLETON**

There being no news on this subject it was agreed that it should not appear on future agendas.

**25.080 – TO DISCUSS THE RESPONSE FROM THE HAXBY GROUP AND DECIDE ON THE NEXT ACTION**

It was agreed that no action be taken with respect to arranging a meeting between the Haxby Group and residents. The Clerk is to inform the Haxby Group. **(Action Clerk)**

#### **25.081 – TO AGREE TO TERMINATE THE PLAN4POPPLETON WEBSITE**

It was reported that the Plan4Poppleton website had been needed so that the link to the Poppleton Neighbourhood Plan could be maintained. The agreement had been that the website would remain until such time as the York Local Plan was adopted. Now that the Local Plan has been adopted there is no need to continue the Plan4Poppleton website. It was resolved that the agreement should be terminated.

#### **25.082 – TO AGREE TO APPLY FOR THE CLOSURE OF ROADS AROUND THE GREEN FOR THE VE-DAY EVENT ON 8 MAY**

It was resolved that an application for the closure of the roads around the Green should be made to the City Council and that TMA be asked to make the appropriate arrangements.

#### **25.083 – TO RECEIVE COMMITTEES' REPRESENTATIVES' REPORTS**

##### *(a) Biodiversity Working Group*

Councillor Tomlinson reported on the working group meeting held on 27<sup>th</sup> March.

##### *(b) Listed Buildings Working Group*

No report.

##### *(c) Poppleton Children's Sports Day*

No report.

##### *(d) Poppleton Community Trust*

No report.

##### *(e) VE-Day Celebrations - 8th May 2025*

Councillor Lawrence reported on the arrangements being made for the VE-Day celebrations.

##### *(f) Village Show*

Councillor Johnson reported that potato tubers and carrot seed would again be available on 26 April from outside the Methodist Church on the Green.

##### *(g) Village Traffic Working Group*

Councillor Johnson reported on the meeting of the working group.

##### *(h) YLCA York Branch*

Councillor Catterick reported on the York Branch meeting held on 17<sup>th</sup> March.

##### *(i) Youth Club*

Councillor Hook reported that the Youth Club is in need of more adult volunteer supervisors to keep the youth/adult ratio legal.

##### *(j) Any other meeting*

None.

#### **25.084 – TO RECEIVE A REPORT ON VILLAGE POLICING**

Prior to the meeting the Clerk had forwarded the incidents reported to the police for January, February and March. The report was noted.

The Councillors considered the response from the police regarding the Parish Council's request to have safety camera vehicles in Long Ridge Lane and Hodgson Lane. The police response indicated that data recorded as part of their Speed Management Protocol on the two roads was low

and that they recommended that a Community Speed Watch be set up to monitor the situation. The Councillors were of the opinion that the police had not taken into consideration the fact that there are times of the day when speeding is greater and that a more thorough investigation should be undertaken. The Clerk is to ask the police to carry further out further investigation. **(Action Clerk)**

## **25.085 – TO NOTE CORRESPONDENCE RECEIVED**

*25.085.1 - It was noted that the correspondence received since the March meeting, as listed below, had already been circulated to the Councillors.*

- (a) Admiral Taverns Estate Manager - Lord Collingwood fence
- (b) Blairgowrie agent - Confirmation of Chantry Green tree removal
- (c) CYC - Enforcement email re Blairgowrie
- (d) Network Rail - Response to Station Road tree problem
- (e) Open Spaces Society, eZine - March 2025
- (f) Poppleton Community Trust-Notice of closure from 8 to 24 August
- (g) TMA - VE-Day road closure quotation
- (h) YLCA - Councillor discussion forum 10 April
- (i) YLCA - Law and Governance Bulletin Early April 2025
- (j) YLCA - NALC CEO report
- (k) YLCA - White Rose Weekly Bulletins
- (l) York Landscapes - re Lord Collingwood car park resurfacing

*25.085.2 – The Clerk referred to the following items of correspondence received since the March Parish Council meeting*

- (a) CYC - Introduction as the new Community Officer for Rural West York Ward
- (b) CYC - Local Plan adoption
- (c) CYC - Nisa bollard query
- (d) CYC - Query on who built the bus shelter
- (e) Dave Crane - Sleightholm-Email announcing his retirement
- (f) Information Commissioner's Office - Note of fees to pay
- (g) York Landscapes Ltd - Acknowledgment of Lord Collingwood car park resurfacing request

## **25.086 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
22 Apr	Poppleton Children's Sports Day	Poppleton Centre/ 8.00pm	Robson
15 May	Poppleton Community Trust Executive	Poppleton Centre/ 7.00pm	Hall
5 Jun	YLCA York Branch	Dunnington Reading Rooms/ 7.00pm	Catterick

## **25.087 - TO CONSIDER MINOR MATTERS**

None.

## **25.088 - TO CONSIDER NEW ITEMS FOR THE NEXT AGENDA**

None.

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

It was agreed that the next meeting be held at 7.00pm on Monday 12th May 2025.

There being no other business the Chairman closed the meeting at 10.08pm.

CHAIRMAN .....

DATE.....

James Mackman, Clerk 39 Calder Avenue, Nether Poppleton, York, YO26 6RG  
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The Parish Council’s website can be found at <https://poppleton-pc.org.uk/>