

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 12 MAY 2025

PRESENT:

Councillor David Johnson (Chairman)

Councillor Alan Catterick

Councillor Ian Clark

Councillor Bill Hall

Councillor Anne Hook

Councillor Sheri Scruton

Councillor Sue Tomlinson

One member of the public

Mr James Mackman (Clerk)

In Chairman Neil Lawrence's absence, the Vice-Chairman, David Johnson, chaired the meeting from the beginning.

ANNUAL MEETING AGENDA

25.087 - TO ELECT A CHAIRMAN FOR THE YEAR

The Councillor agreed to re-appoint Councillor Lawrence as Chairman.

25.088 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF OFFICE

It was agreed that Councillor Lawrence sign his Declaration of Office at a later date.

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

Apologies for absence had been received from Councillors Lawrence and Robson.

25.090 - TO CONSIDER THE APPROVAL OF REASONS GIVEN FOR ABSENCE

Councillors Lawrence and Robson's reasons for absence were approved.

25.091 - ANNUAL APPOINTMENTS

OFFICE	COUNCILLORS
Vice-Chairman	Johnson
Biodiversity Working Group	Hall, Lawrence, Tomlinson
Listed Buildings Working Group	Scruton
Neighbourhood Planning Group	Hook, Tomlinson
One Parish Council for Poppleton Working Party	Johnson, Lawrence
Poppleton Children's Sports Day	Robson
Poppleton Community Trust Observers	Hall
Poppleton Moat Fields Management Group	Catterick
Poppleton Youth Action Group Representative	Clark
Village Show Working Group	Johnson
Yorkshire Local Councils Associations Representatives	Catterick, Scruton

MEETING AGENDA

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

None.

25.093 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 14 APRIL 2025

The minutes of the meeting held on 14 April, having been circulated and read, were accepted and signed.

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

City Councillor Hook reported that residents and businesses in the City centre are not happy with the steep increase in parking charges especially in Micklegate and Bishopthorpe Road.

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

(a) Fallen tree on Chantry Green (Min. 25.075aii)

It was noted that the tree has been removed

(b) The hedge at the Lord Collingwood car park (Min. 25.075div)

It was noted that the hedge has been planted and is being watered.

(c) A boundary fence for Blairgowrie (Min. 25.075dvi)

The Clerk reported having received no reply from the Blairgowrie agent to his request for a fence and is to pursue the subject. **(Action Clerk)**

(d) Moving the “Edna Brown” seat closer to the footpath in Chantry Green (Min. 25.075dvii)

The Clerk reported that he could find no contact details for the seat donor. It was agreed that the seat should remain in its current position.

25.096 - PUBLIC PARTICIPATION

None.

25.097 - PLANNING APPLICATIONS

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

Details of Planning Application	Comments
Ref: 25/00798/FUL – Two-storey side and rear extension, and single-storey front and rear extensions and external alterations at Ranworth, Westfield Lane, YO26 6EB.	No objections
Ref: 25/00842/TCNOT – Notification under section 5 of The Electronic Communications Code (Conditions and Restrictions) Regulations 2003 for the equipment; 1no. 9m pole opposite Westholme, Hodgson Lane.	No objections

Ref: 25/00880/TPO - Fell 1no. Rowan tree protected by Tree Preservation Order no. 2/1991 at Scagglethorpe House, Westfield Lane, YO26 6EB.	No objections but request that the tree is replaced with a similar British-sourced native tree.
Notice to excavate near the base of a pole on an already existing duct O/S Sycamore Cottage, The Green, Upper Poppleton, York, YO26 6DF in the Grass Verge	No objections

(b) To note Local Authority Planning Decisions

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

- Ref: 25/00154/TCA - Crown reduce 4 no. Willow and Maple trees by 50%; Crown reduce 1no. Maple tree by 50%; Crown reduce 1no. Beech tree by 50% - tree works in a Conservation Area at Bloomsbury House, Main Street, YO26 6EL.
- Ref: 25/00212/FUL - Erection of a greenhouse to side elevation at Barns Cottage, Black Dykes Lane, YO26 6PT.
- Ref: 25/00340/TCA - Pollard 1no. Holly and 1no. Hawthorn to approximately 2 metres; Crown reduce 1no. Copper Beech by 15-20%, crown thin by 10%, and crown lift to 5m; Crown reduce by 10% and Crown thin by 20%. 1no. Crimson King Maple - tree works as a Conservation Area at Barns Cottage, Black Dykes Lane, YO26 6PT.
- Ref: 25/00387/TCA - Fell 1no. Pine tree in a Conservation Area at 50 Long Ridge Lane, YO26 6HA.
- Ref: 25/00421/FUL – Single-storey rear extension and changes to fenestration to side elevation at Sycamore Lodge, Westview Close, YO26 6BE.
- Ref: 25/00507/FUL - Single storey rear extension and reconstruction of existing garage and carport at 33 Station Road, YO26 6PX.

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

- Ref: 24/00804/FUL - Erection of 1no. detached dwelling to side at 13 Bankside Close, YO26 6LH.
- Ref: 24/01648/FUL - Single and two storey extension after removal of outbuildings at RCCG Hope Centre, Redemption House, Northfield Lane.

25.098 - 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 12 May 2025.

The bank balances on 12 May were: -

Current Account	£100.00
Business Money Manager Account	£69,490.01

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

5 BP	YLCA	Annual subscription	£663.00
6 DD	EDF	Guild hut electricity - March	£9.03
7 BP	Vibrant Transformation	Seat repairs and bollard restored	£618.57

8 BP	YLCA	Councillor Catterick course	£10.00
9 BP	Poppleton Community Trust	Room hire 14 April	£28.00
10 BP	Sleightholm Landscapes	Grass cutting per contract	£765.00
11 BP	Information Commissioner	Annual charge	£47.00
12 CHG	HSBC	Bank charges - Mar/Apr	£10.00
13 BP	DD Home Services	Collingwood car park hedge	£112.00
14 BP	Bob Wood (Solopress)	Song sheets	£80.56
15 BP	James Mackman	Salary – May	£653.21
16 BP	HMRC	Income tax & Employers NI – May	£223.11
17 BP	James Mackman	Expenses	£6.00

(c) To receive a report on income received

HMRC	VAT refund	£125.56
City of York Council	First half-year's precept	£23,000.00
Allotment tenants	Allotment rents	£33.59

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

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

(e) To agree the Annual Governance Statement on the Annual Return

The Councillors, having previously been given a copy of the Annual Governance Statement of the Annual Return, agreed that all the questions could be answered with a "yes". The Chairman and Clerk signed the form.

(f) To agree the Statement of Accounts on the Annual Return

Prior to the meeting the Clerk had given all Councillors a copy of the Annual Return and the paperwork supporting the entries. The Councillors agreed to accept the Annual Return and the Chairman and the Clerk signed the form.

(g) To agree to release the £750.00 provided in the 2025-26 budget for the Millennium Green Trust

This was agreed

(h) To agree to release the £6,000.00 provided in the 2025-26 budget for the Poppleton Community Trust

This was agreed

(i) To renew the Parish Council's insurance with Zurich (year three of a three-year deal)

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

25.099 - TO CONSIDER MATTERS RELATING TO THE VILLAGE GREENS, ALLOTMENTS AND GUILD HUT

(a) Trees: -

i. The amended tree policy

The Councillors accepted the updated tree policy.

ii. Replacement of trees in Blairgowrie

No further news on this subject.

(b) Biodiversity

No report.

(c) Events

An application by the Poppleton Contemporary Artists to use Chantry Green on 14th June was approved

(d) Maintenance including: -

i. Replacing the pump at the corner of Lime Garth

The Clerk reported that the York Civic Trust had written to say that on this occasion it would not be making a grant. It was agreed that the contractors for the concrete base and the replacement pump be asked to carry out the work. **(Action Clerk)**

ii. Resurfacing the Lord Collingwood car park

The Clerk reported that two quotations for the work had now been received. It was agreed that a third quotation be sought. **(Action Clerk)**

iii. The mole problem on Chantry Green

Councillor Clark reported that the scouts are going to put some coffee grounds in the ground on 21st and 22nd May in an endeavour to deter the moles.

(e) Allotments

No news on this subject.

(f) Guild Hut

No news on this subject

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

(a) Reports on vandalism

None.

(b) Traffic issues in Upper Poppleton

It was noted that the petition on social media is still attracting signatures.

(c) To receive other reports

It was reported that one end of the trunk of the tree that fell over by the tennis courts is obstructing the pavement by the entrance to the Community Centre. The City Council is to be asked to remove the tree trunk. **(Action Clerk)**

25.101 – 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.

25.102 TO DISCUSS THE PROGRESS IN CREATING ONE PARISH COUNCIL FOR POPPLETON

Councillor Lawrence had sent a note to say that he was still awaiting a proper response to his mail to the City Council on 4th April.

It was agreed that the Clerk write to Ian Floyd, the City Council's Chief Operating Officer, to ask that the City Council reply to Councillor Lawrence's email. **(Action Clerk)**

25.103 – TO CONSIDER RESPONDING TO THE CITY COUNCIL’S CLEAN AIR ACT SMOKE CONTROL AREA CONSULTATION

It was agreed that the City Council be advised that the Parish Council considers the imposition of a smoke-controlled area is unnecessary with the village being in a rural environment. **(Action Clerk)**

25.104 – TO RECEIVE COMMITTEES’ REPRESENTATIVES’ REPORTS

(a) Biodiversity Working Group

Councillor Tomlinson reported that a working party is going to pick Himalayan Balsam on the riverbank in Nether Poppleton to encourage the growth of the tansy plants.

(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

It was reported that there had been a good turnout for the event and positive feedback had been received. Councillors Clark and Robson were thanked for their input into organising the event.

(f) Village Show

Councillor Johnson reported that 90 potato tubers had been given out.

(g) Village Traffic Working Group

No report.

(h) YLCA York Branch

No report.

(i) Youth Club

Councillor Hook reported that the committee is to meet on 27 May.

(j) Any other meeting

None.

25.105 – TO RECEIVE A REPORT ON VILLAGE POLICING

Prior to the meeting the Clerk had forwarded the incidents reported to the police for April. The report was noted.

25.106 – TO NOTE CORRESPONDENCE RECEIVED

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

(a) CYC - Smoke Control Area Consultation

(b) Howard Groundworks & Construction - Collingwood car park estimate

(c) Open Spaces Society eZine - April 2025

(d) Resident - Email about a skate park in the football field

(e) YLCA - Note of York Branch AGM 5 June

- (f) YLCA - White Rose Weekly Bulletins

25.106.2 – The Clerk referred to the following items of correspondence received since the April Parish Council meeting

- (a) M Group - Posts installation query
- (b) Resident - Hodgson Lane pole replacement
- (c) Resident - Need to water new Collingwood whips
- (d) The Pensions Regulator - Re-enrolment duties tool

25.107 – TO NOTE FORTHCOMING MEETINGS

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
15 May	Poppleton Community Trust Executive	Poppleton Centre/ 7.00pm	Hall
27 May	Poppleton Youth Action Group	15 Bankside Close/ 8.00pm	Clark, Hook
5 Jun	YLCA York Branch	Dunnington Reading Rooms/ 7.00pm	Catterick
12 Jun	Biodiversity Group	TBA/ 7.00pm	Tomlinson, Hall, Johnson, Scruton

25.108 - TO CONSIDER MINOR MATTERS

None.

25.109 - TO CONSIDER NEW ITEMS FOR THE NEXT AGENDA

- (a) The Parish Council's response to unauthorised changes in the Conservation Area.
- (b) A request for a skateboard park on the Community Centre playing field

25.110 - TO AGREE THE DATE OF NEXT MEETING

It was agreed that the next meeting be held at 7.00pm on Monday 9th June 2025.

There being no other business the Chairman closed the meeting at 8.58pm.

CHAIRMAN

DATE.....

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