

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 JULY 2025

PRESENT:

Councillor Neil Lawrence (Chairman)

Councillor Alan Catterick

Councillor Ian Clark

Councillor Bill Hall

Councillor Anne Hook

Councillor David Johnson

Councillor Sheri Scruton

Councillor Sue Tomlinson

One member of the public

Mr James Mackman (Clerk)

AGENDA

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

None.

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

Apologies for absence had been received from Councillor Robson.

25.134 - TO CONSIDER THE APPROVAL OF REASONS GIVEN FOR ABSENCE

Councillor Robson's reason for absence was approved.

25.135 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 9 JUNE 2025

The minutes of the meeting held on 9 June, having been circulated and read, were accepted and signed.

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

City Councillor, Anne Hook, reported that: -

- Most of the work to make Black Dike Lane a 20mph zone has been completed.
- The Poppleton Bar Park & Ride is to stay open until 10.30pm permanently from later this July.
- There is to be a Boundary Commission Review of all the wards and parishes in York which needs to be completed by May 2027.

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

(a) *A boundary fence for Blairgowrie (Min. 25.116a)*

It was agreed that a letter be sent to the Blairgowrie agent to say that the Councillors are concerned that the buildings on the site are in a dangerous condition and could seriously injure anyone on the site. The agent is to be reminded of his client's responsibilities in that she has a duty of care. **(Action Clerk)**

It was also agreed that the City Council be made aware of the dangerous buildings. **(Action Clerk)**

(b) Replacing the pump at the corner of Lime Garth (Min. 25.116b)

It was noted that the concrete base has been laid. The replacement pump casing is to be built.

(c) Alteration to the new fence in the Lord Collingwood car park (Min. 25.120(d)iv)

It was noted that Admiral Taverns had reduced the height of the fence and had it painted dark brown. The City Council has approved the alteration and closed the case.

(d) Replacing the two bushes on Chantry Green (Min. 25.120(d)v)

The contractor has agreed to fund two bushes and plant them in the next tree planting season

25.138 - PUBLIC PARTICIPATION

None.

25.139 - PLANNING APPLICATIONS

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

Details of Planning Application	Comments
Ref: 25/00427/FUL - Conversion of integral garage to habitable space and replacement roof to rear projection with associated external alterations at Wheatlands House, Boroughbridge Road, YO26 6QD.	No objections
Ref: 25/00988/FUL - Installation of 48no. solar panels to roof and 4no. air source heat pumps to rear at Poppleton Methodist Church, The Green, YO26 6DP.	No objections
Ref: 25/01076/CLD - Certificate of lawful development for existing veterinary clinic with ancillary sleeping accommodation and associated ancillary buildings at Minster Equine Vet Clinic Northfield Lane, Upper Poppleton York YO26 6QF.	No objections
Ref: 25/01307/FUL - Replacement of an existing rear roller shutter at York Probe Sources Limited, Unit 1C Northminster Business Park, Harwood Road.	No objections
Ref: 25/01348/TCA - Fell 1no. Variegated Holly (T1); Crown lift up to 5m from ground level, 20% thin and up to 3m lateral branch reduction of 1no. Copper Beech (T2) - trees in a conservation area at The Croft, Hodgson Lane, YO26 6EA.	The Parish Council objects to the planning application as there is no supporting report about the trees from an arboriculturalist.

(b) To note Local Authority Planning Decisions

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

- Ref: 25/00427/FUL - Conversion of integral garage to habitable space and replacement roof to rear projection with associated external alterations at Wheatlands House, Boroughbridge Road, YO26 6QD.
- Ref: 25/00555/FUL – Single-storey rear and front extensions at Kingsland Bungalow, YO26 6DF.
- 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.
- 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.
- Ref: 25/00856/FUL - Rear dormer with juliet balcony at 66 Station Road, YO26 6QA.
- Ref: 25/00880/TPO - Fell 1no. Rowan tree protected by Tree Preservation Order no. 2/1991 at Scagglethorpe House, Westfield Lane, YO26 6EB.
- Ref: 25/00889/FUL – Single-storey rear extension at Mill Bank House, Main Street YO26 6JU.
- Ref: 25/01076/CLD - Certificate of lawful development for existing veterinary clinic with ancillary sleeping accommodation and associated ancillary buildings at Minster Equine Vet Clinic Northfield Lane, Upper Poppleton York YO26 6QF.

(c) To consider revising the process for communicating planning applications to Councillors

It was agreed that for any future planning application the Clerk would advise the Parish Councillors of the planning reference number so that each Councillor could look up the plans on the City Council's website.

25.140 - 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 July 2025.

The bank balances on 14 July were: -

Current Account	£100.00
Business Money Manager Account	£55,790.84

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

39 BP	Poppleton Youth Club	2025-26 Grant	£2,500.00
40 BP	Poppleton Luncheon Club	2025-26 Grant	£100.00
41 BP	B&Q	Village in Bloom purchases	£59.16
42 BP	Sleightholme Landscapes	Grass cutting per contract	£660.00
43 DD	EDF	Guild hut electricity - May	£9.82
44 BP	Vibrant Transformations	Lime Garth pump base	£230.00
45 BP	Poppleton Community Trust	Room hire 9 June	£28.00
46 CHG	HSBC	Bank charges – May/June	£8.00
47 BP	Linda Cariss	Internal audit fee	£100.00
48 BP	James Mackman	Salary – July	£653.21
49 BP	HMRC	Income tax & Employers NI – July	£223.11

(c) *To receive a report on income received*
NPPC VE Day contribution £1,327.81

(d) *To review the Parish Council's Financial Regulations*
It was agreed to defer the review for the time being.

(e) *To review the Parish Council's Standing Orders*
The Clerk reported that he was two thirds of the way through revising the Standing Orders and hoped to present them for approval soon.

(f) *To agree to release the £1,500.00 provided in the 2025-26 budget for the Poppleton Under Fives*
This was agreed.

(g) *To consider the internal auditor's report*
The internal auditor's report was noted.

25.141 – TO CONSIDER MATTERS RELATING TO THE VILLAGE GREENS, ALLOTMENTS AND GUILD HUT

(a) *Trees including replacement of trees in Blairgowrie*
It was noted that the City Council's Enforcement Officer is looking into this subject.

(b) *Biodiversity*
It was agreed that the next meeting would be held at the Methodist Church old hall. It was also agreed that a half-page article would be written for the next edition of *Centrepiece*. Funding for these two events was agreed.

(c) *Events*
None.

(d) *Maintenance including: -*
i. Repainting the pump in Station Road
The Clerk reported that he had instructed Vibrant Transformations to carry out the work.

ii. Resurfacing the Lord Collingwood car park
The Councillors considered three quotations for resurfacing the car park. It was agreed that there was some confusion as to what exactly the quotations were for as the contractors had given different specifications and the area to be resurfaced was not clear. The contractors are to be asked to clarify their quotes. **(Action Clerk)**

iii. The mole problem on Chantry Green
There have been no new mole hills since the scouts put coffee grounds into the mole runs. It was considered that this was probably because the moles will be much deeper in the ground during the current drought.

(e) *Allotments*
No news on this subject.

(f) *Guild Hut*
No news on this subject.

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

(a) Reports on vandalism

None.

(b) Traffic and parking issues in Upper Poppleton

No news on this subject.

(c) Replacing the seat outside 7 Station Road

It was reported that the Charles Anderson seat in Station Road had been damaged to the extent that it had to be removed for safety reasons and that it had disintegrated during its removal. It was agreed that the seat should be replaced. It was also agreed that residents should be asked if they wished to donate a seat which would be of the approved design for new seats on the Green. **(Action Clerk)**

(d) To receive other reports

None.

25.143 – 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.

25.144 – TO DISCUSS THE PARISH COUNCIL’S OPINION AND POSSIBLE ACTION REGARDING CONCERNS RAISED BY LOCAL RESIDENTS ABOUT THE GREENBELT CLASSIFICATION OF THE PADDOCKS BEHIND 97A, 97 AND 95 STATION ROAD

It was agreed that the City Council be asked the following questions about this green belt re-classification.

Firstly, what process was used to re-classify?

Secondly, why was the relevant parish council not involved in the process?

Finally, if residents affected by the change were involved, how and when did their involvement occur?

(Action Clerk)

25.145 – TO CONSIDER A REQUEST FOR A SKATEBOARD PARK ON THE COMMUNITY CENTRE PLAYING FIELD

It was agreed that any request for a skateboard park would need to come from the Poppleton Community Trust before it was considered by the Parish Council.

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

No news on this subject.

25.147 – TO RECEIVE COMMITTEES’ REPRESENTATIVES’ REPORTS

(a) Biodiversity Working Group

Councillor Tomlinson gave an update on the working group’s activities.

(b) Poppleton Children’s Sports Day

No report.

(c) *Poppleton Community Trust*
No report.

(d) *Village Show*
No report.

(e) *Village Traffic Working Group*
No report.

(f) *YLCA York Branch*
No report.

(g) *Youth Club*
No report.

(h) *Any other meeting*
None.

25.148 – TO RECEIVE A REPORT ON VILLAGE POLICING

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

25.149 – TO NOTE CORRESPONDENCE RECEIVED

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

- (a) City of York Council – note that the fence now looks fantastic
- (b) Open Spaces Society - eZine - June 2025
- (c) YLCA - Biodiversity webinar 25 June
- (d) YLCA - Councillor logging on to website details
- (e) YLCA - Councillors discussion forum 30 June
- (f) YLCA - Law and Governance Monthly June 2025
- (g) YLCA - Training June & July
- (h) YLCA - White Rose Weekly Bulletins
- (i) York and North Yorkshire Combined Authority - Note of public meeting on 15 July 2025

25.149.2 – The Clerk referred to the following items of correspondence received since the June Parish Council meeting

- (a) CYC - Advice on cutting back hedges
- (b) CYC – Permission to remove the tree trunks by the entrance to the Community Centre
- (c) Little Rascals Nursery - Request to be included on the PC website
- (d) PKF Littlejohn - Acknowledgement of AGAR
- (e) Poppleton Lunch Club - Thanks for the grant email
- (f) Poppleton Youth Action Group - Thanks for the grant email

25.150 – TO NOTE FORTHCOMING MEETINGS

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
16 Jul	Biodiversity Group	Methodist Church Hall/ 7.00pm	Tomlinson, Hall, Lawrence
21 Jul	Village Show	Lord Collingwood/ 7.00pm	Johnson

18 Sep	Poppleton Community Trust Executive	Poppleton Centre/ 7.00pm	Hall
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25.151 - TO CONSIDER MINOR MATTERS

None.

25.152 - TO CONSIDER NEW ITEMS FOR THE NEXT AGENDA

None.

25.153 - TO AGREE THE DATE OF NEXT MEETING

It was agreed that the next meeting be held at 7.00pm on Monday 11th August 2025.

There being no other business the Chairman closed the meeting at 9.37pm.

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/>