

UPPER POPPLETON PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE POPPLETON CENTRE, MAIN STREET, UPPER POPPLETON AT 7.00 PM ON MONDAY 8 SEPTEMBER 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 Sheri Scruton

Councillor Sue Tomlinson

One member of the public

Mr James Mackman (Clerk)

AGENDA

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

None.

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

All Councillors being present there were no apologies.

25.173 - TO CONSIDER THE APPROVAL OF REASONS GIVEN FOR ABSENCE

None.

25.174 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 11 AUGUST 2025

The minutes of the meeting held on 11 August, having been circulated and read, were accepted and signed.

25.175 - PUBLIC PARTICIPATION

None.

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

City Councillor, Anne Hook, said that she had nothing to report.

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

(a) A boundary fence for Blairgowrie (Min. 25.137a)

No news on this subject.

(b) Replacing the pump at the corner of Lime Garth (Min. 25.137b)

No news on this subject. The Clerk is to chase up the contractor who is rebuilding the pump.

(Action Clerk)

(c) *Repainting the pump in Station Road (Min. 25.141di)*

The work has yet to be done.

(d) *Replacing the seat outside 7 Station Road (Min. 25.163b)*

The Clerk reported that a resident has sponsored a seat which the Clerk has ordered from Streetmaster.

(e) *The abandoned truck in Champion Drive, Langley Gate (Min. 25.163c)*

It was noted that the abandoned lorry had been removed.

25.178 - PLANNING APPLICATIONS

(a) *There were no planning applications to consider.*

(b) *To note Local Authority Planning Decisions*

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

- Ref: 25/01307/FUL - Replacement of an existing rear roller shutter at York Probe Sources Limited, Unit 1C Northminster Business Park, Harwood Road.
- 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.

25.179 - 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 8 September 2025.

The bank balances on 8 September were: -

Current Account	£100.00
Business Money Manager Account	£49,308.66

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

60 BP	All Saints Church	2025-26 Grant	£2,500.00
61 DD	EDF	Guild hut electricity – July	£80.64
62 BP	Poppleton Methodist Church	Room hire – biodiversity	£32.00
63 BP	Poppleton Community Trust	Centrepiece article	£160.00
64 DD	Scottish Water	Allotment water	£17.02
65 BP	Vibrant Transformations	“Baldock” seat repairs	£100.00
66 BP	James Mackman	Salary – September	£958.61
67 BP	HMRC	Income tax & Employers NI – September	£233.18

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

HSBC	Bank interest	£208.82
HMRC	VAT refund	£255.81
Local resident	New seat deposit	£664.00

(d) *To agree to release the £1,000.00 provided in the 2025-26 budget for the Moat Fields*

This was agreed.

(e) *To review the Parish Council’s Financial Regulations*

No news to report on this subject.

(f) To review the Parish Council's Standing Orders

No news to report on this subject.

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

(a) Trees including replacement of trees in Blairgowrie

It was agreed that there would be no action regarding the trees in Blairgowrie until the owner had regained their health.

(b) Biodiversity

It was agreed to spend £50 on tansy plants and £150 on native bulbs.

(c) Events

None.

(d) Maintenance including: -

i. Resurfacing the Lord Collingwood car park

It was noted that another quotation had been received. It was agreed that the revised specification be sent to one of the firms that had quoted previously. **(Action Clerk)**

ii. The mole problem on Chantry Green

It was noted that with the current wetter weather the mole hills had reappeared. It was agreed that no further action should be taken on the subject.

iii. Ratifying the cost of repairing the "Baldock" seat on the Green

The Clerk reported that he and the Chairman had arranged for the broken "Baldock" seat to be repaired. The Councillors ratified the expense.

(e) Allotments

No news on this subject.

(f) Guild Hut

No news on this subject.

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

(a) Reports on vandalism

None.

(b) Traffic and parking issues in Upper Poppleton

i. It was reported that there may be an issue with the 30mph signs in Westfield Lane. Councillor Hook is to investigate and inform the City Council accordingly. **(Action Councillor Hook)**

ii. It was agreed that the police be asked to give more details on the report that they sent regarding traffic flow through Hodgson Lane and Long Ridge Lane. **(Action Clerk)**

(c) To receive other reports

None.

25.182 – 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.

25.183 – 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

No news on this subject.

25.184 – TO CONSIDER IMPLICATIONS OF THE YORKSHIRE GREEN ENERGY ENABLEMENT PROJECT

It was noted that Yorkshire Green, the name given by National Grid who are upgrading the electricity supply in the area, is offering meetings “to discuss community fund aimed at benefiting the people and places surrounding our Yorkshire GREEN project, helping local initiatives thrive”. It was agreed that Yorkshire Green be asked if they would arrange a meeting with Parish Councillors. **(Action Clerk)**

25.185 – TO CONSIDER THE PARISH COUNCIL’S OPINION ON THE FUTURE OF THE SIGNAL BOX SHOULD NORTHERN RAIL PROPOSE INSTALLING AUTOMATIC GATES.

It was noted that the York Civic Trust had written to say that it had heard from a reliable source that Network Rail is in the process of decommissioning all the manned signal boxes on the York to Harrogate/Leeds railway line. This includes Poppleton, which is on the York Local Heritage List.

The Councillors agreed that, should there be a proposal to remove the signal box in the future, the Parish Council would support it being preserved.

25.186 – TO AGREE THE ACTION THE PARISH COUNCIL WILL TAKE TO MEET THE REQUIREMENTS OF ASSERTION 10 WITH REGARDS TO COUNCILLORS’ EMAIL ADDRESSES.

New rules say that Councillors should not use personal email addresses for Parish Council business. Current advice is that a Parish Council should have a gov.uk website address, not an org.uk address. It was agreed that steps be taken to change the existing website to a gov.uk and have dedicated email addresses for each Councillor. **(Action Clerk)**

25.187 - TO DISCUSS ARRANGEMENTS FOR THE REMEMBRANCE DAY SERVICE ON 9 NOVEMBER 2025

It was agreed that the Parish Council would apply for the usual road closure for the Service. **(Action Clerk)**

25.188 – TO DISCUSS THE PROGRESS IN CREATING ONE PARISH COUNCIL FOR POPPLETON

CYC have rescinded the approval to group which they gave in April. Although the reasons given for this are not clear, and maybe incorrect, there is not right of appeal.

It has now been recommended by CYC that a petition is made for a Community Governance Review (CGR). This would require 250 signatures from residents in Upper and Nether Poppleton parishes who are on the electoral roll.

A working group meeting is to be held in September to discuss the arrangements for this petition.

25.189 – TO RECEIVE COMMITTEES’ REPRESENTATIVES’ REPORTS

(a) Biodiversity Working Group

Councillors Tomlinson and Hall gave a report on the working group meeting.

(b) Poppleton Children’s Sports Day

No report.

(c) Poppleton Community Trust

It was noted that some Councillors and the Clerk had attended the official opening of the new extension on 2nd September.

(d) Village Show

Councillor Johnson reported on a successful Village Show. In 2024 there were 62 entrants with 345 exhibits. This year there were 74 entrants with 370 exhibits. There more than 60 spud-in-a-bucket entries. Councillor Johnson was thanked for his endeavours in organising the event.

(e) YLCA York Branch

No report.

(f) Youth Club

No report.

(g) Any other meeting

None.

25.190 - TO RECEIVE A REPORT ON VILLAGE POLICING

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

25.191 – TO NOTE CORRESPONDENCE RECEIVED

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

- (a) Moat Fields Management Group - Request for any Councillor re Manor and Ousebank connection
- (b) Resident to say that the abandoned lorry had been removed
- (c) YLCA - Details of York Branch meeting on 18 September - request for agenda items
- (d) YLCA - White Rose Weekly Bulletins

25.191.2 – The Clerk referred to the following items of correspondence received since the August Parish Council meeting all of which he had dealt with

- (a) Resident asking if planning permission is needed for uPVC windows in a Conservation Area query
- (b) Resident reporting graffiti
- (c) Resident requesting ten litter pickers

25.192 – TO NOTE FORTHCOMING MEETINGS

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
17 Sep	Biodiversity Working Group	Methodist Church Hall/ 7.00pm	Tomlinson, Hall, Lawrence
18 Sep	Poppleton Community Trust Executive	Poppleton Centre/ 7.00pm	Hall

18 Sep	YLCA York Branch	Dunnington Reading Room/ 7.00pm	Catterick, Scruton
26 Sep	Poppleton Youth Action Group	Methodist Church Hall/ 7.00pm	Clark, Hook

25.193 - TO CONSIDER MINOR MATTERS

(a) It was reported that three trees located on the boundary between the school and the Community Centre are listed as belonging to the Parish Council on one of the City Council's web pages. The Clerk is to ask the City to amend its records. **(Action Clerk)**

(b) It was reported that the signage at the four-way crossing at the end of Long Ridge Lane and Station Road may be insufficient. Further review is required and photographs are to be taken to support the discussion. If the Parish Council agrees then a letter will be sent to the Highways department.

25.194 - TO CONSIDER NEW ITEMS FOR THE NEXT AGENDA

None.

25.195 - TO AGREE THE DATE OF NEXT MEETING

It was agreed that the next meeting be held at 7.00pm prompt on Monday 13th October 2025.

There being no other business the Chairman closed the meeting at 9.58pm.

CHAIRMAN DATE.....

James Mackman, Clerk 39 Calder Avenue, Nether Poppleton, York, YO26 6RG
Tel: 01904 399277 - email: upperpoppletonclerk@poppleton-pc.org.uk

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