

## 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 27 MAY 2021

#### PRESENT:

Councillor Stuart Robson (Chairman)

Councillor Alan Catterick

Councillor Robin Garland

Councillor Anne Hook

Councillor David Johnson

Councillor Neil Lawrence

Councillor Rae Youngman

Mr James Mackman (Clerk)

#### ANNUAL MEETING

##### 21.083 - TO ELECT A CHAIRMAN FOR THE YEAR

Councillor Robson was unanimously elected as Chairman.

##### 21.084 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF OFFICE

Councillor Robson signed the Declaration of Office.

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

Apoloies for absence were received from Councillors Langford and Scruton.

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

Approval was given for the absence of the two Councillors.

##### 21.087 - ANNUAL APPOINTMENTS

OFFICE	COUNCILLORS
Vice-Chairman	Johnson
General Purposes Committee	Three Councillors for a quorum
Planning Group	Langford
Cricket Club Committee	Robson
Poppleton Community Trust Observers	Youngman
Poppleton Moat Fields Management Group	Youngman
Poppleton Village Show Working Group	Johnson
Poppleton Youth Action Group Representative	Langford
Yorkshire Local Councils Associations Representatives	Robson

#### ORDINARY MEETING

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

None.

### 21.089 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 12 APRIL 2021

The minutes of the meeting held on 12 April 2021, having been circulated and read, were accepted signed as a true record.

### 21.090 - PUBLIC PARTICIPATION

None.

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

City Councillor Anne Hook reported that Askham Bryan College is looking to secure work placements for some of its students

### 21.092 - PLANNING APPLICATIONS

(a) *To consider the following Planning Applications: -*

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

Details of Planning Applications	Comments
Ref: 21/00939/FUL – Two-storey rear extension and re-roofing of existing single-storey rear extension at 6 Beech Grove.	No objections
Ref: 21/00964/FUL – Two-storey side extension, single-storey rear extension and porch to front with rendering of existing dwelling and proposed two storey side extension at 20 Pear Tree Avenue.	No objections
Ref: 21/01052/TCA - Fell 1no. Lime tree in a Conservation Area at 19 Beech Grove.	The Parish Council objects to the application as no reason for felling the tree is mentioned on the planning application form (Item 7) and that there appears to be no justification for the tree to be felled.
Ref: 21/01068/FUL - Conversion of existing barn to form vehicle storage with WC and utility room and erection of attached open cover structure, following demolition of existing single-storey addition to barn at Green View, The Green.	No objections
Ref: 21/01119/TCA - Fell 2no. Conifers in a Conservation Area at The Willows, Westfield Lane.	No objections

(b) *To note Local Authority Planning Decisions*

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

- Ref: 21/00187/FUL – Two-storey side extension and single-storey extension to side and rear at 42 Station Road
- Ref: 21/00378/FUL - Erection of detached garage and store following demolition of existing garage at 37 Station Road.

- Ref: 21/00385/FUL - Variation of condition 2 of permitted application 20/00516/FUL to relocate main entrance door and alter fenestration at 5 Cherry Grove.
- Ref: 21/00442/FUL – Single-storey rear extension at Carr House, Boroughbridge Road.
- Ref: 21/00621/TPO - Various tree works including the felling of 4no. trees in a Conservation Area at All Saints Church, Hodgson Lane.
- Ref: 21/00637/FUL - Erection of 1no. detached dwelling and garage at site west of 131 Long Ridge Lane.
- Ref: 21/00669/ADV - Display of 1no. internally illuminated freestanding totem sign at Poppleton Bar Park and Ride, Northfield Lane.
- Ref: 21/00693/FUL - Replace existing timber windows and part glazed timber doors with uPVC windows and insulated/part glazed composite doors in Blocks 1 and 2 (Flats 3, 4, 5, 6, 7, 8, 9, 10, 12, 14) Old School Court at 3 Old School Court.
- Ref: 21/00745/TPO - Crown reduce height and spread of Ash and crown lift and crown reduce Oak protected by Area TPO 1/1970/A2 at 5 Bankside Close.

The Chairman confirmed that he had received an acknowledgment of his letter to the Planning Inspectorate regarding the pending appeal to a previously rejected development application off the A59 by Trenchard road.

Councillor Garland said that he would be willing to attend the hearing.

## 21.093 - 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 27th May 2021. The report reflected the receipts and payments below. The bank balances on 27 May were: -

Current Account	£500.00
Business Money Manager Account	£46,589.51

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

DD	Information Commissioner	Annual fee	£35.00
DD	E.ON Next	Guild hut electricity	£7.58
2163	Ken Falkingham	Mending bollard	£30.00
2164	Sleightholm Landscapes	Grass cutting per contract	£480.00
2165	James Mackman	Salary – May	£537.26
2166	HM Revenue & Customs	Income tax - May	£134.20
2167	James Mackman	Expenses including Zoom £11.99	£21.13

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

Allotment tenants	Allotment rent	£37.11
City of York Council	1 <sup>st</sup> half year's precept	£12,750.00

### (d) To agree the process for making payments by electronic banking

The Clerk reported that the internal auditor had produced a financial risk assessment on the use of electronic banking. There are two material points of difference between the internal auditor's report and the YLCA's instructions. It was agreed that the Clerk should ask the internal auditor if she would be willing to accept the YLCA instructions on electronic bill payments. **(Action Clerk)**

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

The Councillors had been given a copy of the Annual Governance Statement prior to the meeting. The Clerk pointed out that the external auditor required a "No" against item 4. The

Councillors agreed that the other 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*

The Councillors had been given a copy of the Statement of Accounts prior to the meeting. There were no queries raised on the figures which the Councillors agreed to accept. The Chairman and the Clerk signed the form.

*(g) To agree to subscribe to the YLCA for 2021-22 - £577.00*

This was agreed.

*(h) To consider whether or not to subscribe to Zoom for future meetings*

It was resolved that, as the Government has ruled that meetings online are no longer legal, the Parish Council would no longer subscribe to Zoom. **(Action Clerk)**

**21.094 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
4 Jun	Village Show Committee	Lord Collingwood garden/ 7.00pm	Johnson, Robson

**21.095 - TO CONSIDER MINOR MATTERS**

(a) It was noted that the fencing alongside the beck opposite the tennis courts in Main Street is in urgent need of being repainted. The City Council is to be asked to expedite the work. **(Action Clerk and Councillor Hook).**

(b) It was noted that the new seat had been installed in Chantry Green but that it had been put in the wrong place. Councillor Robson is to speak to the seat donor to ask that the seat be placed where the old Coronation seat used to be **(Action Councillor Robson)**

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

None.

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

It was agreed that the next meeting be held on Monday 14<sup>th</sup> June.

There being no other business the Chairman closed the meeting at 8.10pm.

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/>