

## UPPER POPPLETON PARISH COUNCIL

### MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON ZOOM AT 7.00 PM ON MONDAY, 14 SEPTEMBER 2020

#### ATTENDING ON-LINE:

Councillor Stuart Robson (Chairman)

Councillor Alan Catterick

Councillor Robin Garland

Councillor Anne Hook

Councillor Roper Langford

Councillor Sheri Scruton

Councillor Rae Youngman

Mr James Mackman (Clerk)

Owing to the continuing restrictions on meetings owing to the coronavirus pandemic and that from 14 September 2020 no more than six people can be together at an event, the meeting was held online through the Zoom application.

#### **20.100 – CO-OPTION AND INTRODUCTION OF A NEW COUNCILLOR**

It was noted that no-one had put their name forward for co-option.

#### **20.101 - TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE**

Apologies for absence were received and approved from Councillor Johnson.

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

None.

#### **20.103 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 13 JULY 2020**

The minutes of the meeting held on 13 July 2020, having been circulated and read, were accepted and will be signed at a later date.

#### **20.104 - PUBLIC PARTICIPATION\***

None.

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

City Councillor Anne Hook reported that the recent edition of the Focus had now been delivered to all households in the village. She gave a summary of the Government's proposals for disbanding Borough and District Councils to be replaced with Unitary Authorities for North Yorkshire, with an elected Mayor. Different proposals had been made for the coverage of the Unitary Authorities, but CYC's position was that it was already an average sized Unitary Authority and so there was no need to change it. It was agreed that the subject should be discussed at the October Parish Council meeting.

## 20.083 - PLANNING APPLICATIONS

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

Details of Planning Applications	Comments
Ref: 20/01044/FUL - Replacement grey upvc windows and fascias throughout, white render to front and rear elevations and replacement artificial slate roof at 82 Main Street.	The Parish Council objects to the planning application on the grounds that the proposed materials are not suitable for a building on this site.
Ref: 20/01131/FUL – Single-storey rear extension after demolition of existing projection at Green View, The Green.	The Parish Council supports the application
Ref: 20/01164/FUL – One and two-storey side/extension at 30 Pear Tree Avenue.	No objections
Ref: 20/01203/TCA – Reduce back crown of Sycamore tree by 2m in a Conservation Area at 52 Long Ridge Lane.	No objections
Ref: 20/01229/FUL – Single-storey side and rear extension at Grey Croft, 2 Beech Way.	No objections
Ref: 20/01282/FUL – Single-storey rear extension and porch extension to front at 11 Westfield Close.	No objections
Ref: 20/01354/FUL - Single-storey rear extension following demolition of existing conservatory at 2 Lime Garth.	No objections
Ref: 20/01413/FUL - Change of use from bed and breakfast to 2no. self-catering units to include two-storey side and single-storey rear extensions, 3no. rooflights and associated external works at Crescent Farm Hodgson Lane.	No objections
Ref: 20/01426/TPO - Crown lift to 4.5 metres, thin by 5% and draw back from neighbouring property by 2 metres 3no. Sycamores protected by Tree Preservation Order no.1/1970 at 2 Bankside Close.	No objections

### (b) To note Local Authority Planning Decisions

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

- Ref: 19/02546/FUL – Extension to roof to form new first floor level, single-storey side and rear extensions and demolition of existing detached garage at 7 Elm Tree Avenue. (revised)
- Ref: 20/00228/FUL - Change of use of barn, stables and cart shed to create residential dwelling, ancillary accommodation and covered parking with associated external works including re-surfacing of the courtyard at Model Farm, The Green.

- Ref: 20/00229/LBC - Internal and external works including conversion of barn, stables and cart shed to create 1no. residential dwelling and ancillary accommodation, replace existing doors and windows, re-roof buildings, install new guttering, fill existing air vents with clear acrylic panels, repoint existing brickwork, fill in covered parking and associated external works including re-surfacing of the courtyard at Model Farm, The Green.
- Ref: 20/00229/LBC – Revised - Internal and external works including conversion of barn, stables and cart shed to create 1no. residential dwelling and ancillary accommodation, replace existing doors and windows, re-roof buildings, install new guttering, fill existing air vents with clear acrylic panels, repoint existing brickwork, fill in covered parking and associated external works including re-surfacing of the courtyard at Model Farm, The Green.
- Ref: 20/00379/FUL – Two-storey rear extension, single storey link-annex extension to rear, timber cladding and render to external elevations, re-cladding of roof and replacement windows throughout at Oberland, Hodgson Lane.
- Ref: 20/00646/FUL – Two-storey and single-storey rear extensions at 65 Station Road.
- Ref: 20/00992/FUL - Dormer roof extensions to side elevations at 32 Dikelands Lane.
- Ref: 20/01107/FUL – Single-storey front extension to form additional garage space at Courtlands, Black Dykes Lane.
- Ref: 20/01131/FUL – Single-storey rear extension after demolition of existing projection at Green View, The Green.
- Ref: 20/01164/FUL – One and two-storey side/extension at 30 Pear Tree Avenue.
- Ref: 20/01165/TPO - Fell Horse Chestnut protected by Tree Preservation Order no. CYC405 at Thornfield House, Hodgson Lane.
- Ref: 20/01203/TCA – Reduce back crown of Sycamore tree by 2m in a Conservation Area at 52 Long Ridge Lane.
- Ref: 20/01229/FUL – Single-storey side and rear extension at Grey Croft, 2 Beech Way.

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

- Ref: 20/00955/TPO - Fell 2no. Silver Birch trees protected by Tree Preservation Order no.CYC406 at Cumbria Lodge Main Street.

*It was noted that the following application had been withdrawn: -*

- Ref: 20/00817/FUL - Raising of roof level to form a two-storey house with 3no. dormers to rear, two-storey extension to front, single-storey extension to rear and a two storey outbuilding to rear following demolition of garage at 163 Long Ridge Lane.

## **20.084 - 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 September 2020. The report reflected the receipts and payments below. The bank balances on 14 September were: -

Current Account	£500.00
Business Money Manager Account	£27,978.67

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

2109	Nether with Upper PCC	All Saints Churchyard grass cutting grant	£225.00
DD	npower	Guild hut electricity	£7.25
2110	Sleightholm Landscapes	Grass cutting per contract	£675.00
2111	Travis Perkins	Bitumen for Lord Collingwood car park	£108.00
2112	YLCA	Cllr Catterick training	£22.50
2113	James Mackman	Salary – August	£522.69

2114	HM Revenue & Customs	Income tax- August	£130.80
2115	YLCA	Cllr Robson training	£15.00
2116	Linda Cariss	Internal audit fee	£80.00
DD	Business Stream	Allotment water	£15.38
DD	npower	Guild hut electricity	£11.04
2117	Sleightholm Landscape	Grass cutting per contract	£960.00
2118	James Mackman	Salary – September including back pay to 1 April	£609.31
2119	HM Revenue & Customs	Income tax- September	£152.00
2120	James Mackman	Expenses	£23.84

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

HSBC	Bank interest	£0.73
HMRC	VAT refund	£234.76
VisionICT	Refund on old website	£180.00

(d) *To agree to pay the Information Commissioners Office by Direct Debit so saving £5 per year*

This was agreed.

(e) *To consider the Internal Auditor's report*

Prior to the meeting the Clerk had emailed the internal auditor's report to the Councillors. The contents of the report were noted.

(f) *To agree the Clerk's back-dated pay increase*

This was agreed.

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

(a) *To consider a report from the Greens Working Group*

It was reported that the Group had not yet met but were planning a walk round the Greens.

(b) *Trees*

The Chairman reported that a large branch had fallen out of the tree in front of Model Farm and that Ryland Horticulture had removed the branch at no charge to the Parish Council.

(c) *Events*

It was noted that the Clerk, authorised by the Chairman, had given permission for a resident to have a table on the Green to raise money for her charity. It was reported that the event had been successful.

(d) *Maintenance including*

*i. To consider quotations for resurfacing the entrance to the car park next to the Lord Collingwood*

Two quotations had been received for this work. It was agreed to defer making a decision on these for the time being

It was noted that a working party had filled in the potholes with bitumen since the July Parish Council meeting.

*ii. To consider quotations for resurfacing the car park next to the Lord Collingwood*

Two quotations had been received for this work. It was agreed to defer making a decision on these for the time being. The Green Working Group is to investigate alternative options for the resurfacing

*(e) Allotments*

The Clerk reported that two more residents have requested an allotment and their names have been added to the waiting list.

*(f) Guild Hut*

No report.

**20.109 - TO CONSIDER MATTERS RELATING TO HIGHWAYS, FOOTPATHS, LAMPPOSTS & SIGNS**

*(a) To consider reports on vandalism*

None.

*(b) To receive other reports*

- i. It was noted that an old caravan that had been parked on the verge in Hodgson Lane had been removed.
- ii. It was agreed that the plant that was now obscuring the Upper Poppleton sign at the top of Station Road should be removed. **(Action Councillor Youngman)**

**20.110 – TO CONSIDER COUNCILLOR & CLERK TRAINING**

*(a) To approve Councillor Catterick's attendance at the YLCA's webinar on Public Rights of Way on 13<sup>th</sup> October 2020 (£15.00)*

This was agreed.

*(b) To approve Councillor Catterick's attendance at the YLCA's webinar on Broadening your Planning Knowledge on 22nd October 2020 (£22.50)*

This was agreed.

**20.111 - TO SEEK CLARIFICATION OVER THE STATUS OF THE TWO AREAS OF LAND WHICH THE CITY COUNCIL HAS CLASSED AS VILLAGE GREENS I.E. THE AREA BEHIND MODEL FARM AND THE AREA IN THE FIELD BEHIND THE COMMUNITY CENTRE**

Councillor Langford reported that he had used a Freedom of Information (FOI) request to seek clarification on this subject from the City Council. The only reply that he had received to date was one in which the City Council said that this was not an FOI request but they would give an answer in due course. We are still waiting.

**20.112 - TO DISCUSS THE ONGOING PROBLEM WITH THE BLOCKAGE OF SCHOOL LANE**

It was noted that the lane is no longer blocked

**20.113– TO DISCUSS THE ONGOING SUBJECT OF OPENING THE STATION COAL YARD AS A CAR PARK**

The Chairman reported that he continues to harass the interested parties in the Coal Yard but without success.

**20.114 – TO AGREE WHO IS TO BE RESPONSIBLE FOR ADDING NEW ITEMS TO THE WEBSITE**

It was resolved that the Councillors would agree any addition to the website and that the Clerk would be responsible for updating the website accordingly.

**20.115 - TO AGREE ARRANGEMENTS FOR THE REMEMBRANCE SUNDAY SERVICE**

It was agreed that the Clerk should obtain a wreath for the Chairman to lay at the Remembrance Day Service. It was also agreed that the Service should be held providing that Government rules regarding the holding of outdoor meetings are observed. The Chairman is to speak to his Nether Poppleton Parish Council counterpart to ascertain if the event could be joint funded as it was last year. **(Action Councillor Robson and Clerk)**

**20.116 - TO RECEIVE COMMITTEES' REPRESENTATIVES REPORTS**

*(a) Poppleton Community Trust*

Councillor Robson reported that he and Councillor Catterick had attended the Trust's AGM on 10<sup>th</sup> September.

*(b) Youth Club*

Councillor Hook reported that the Youth Club is still endeavouring to find new premises now that it is no longer allowed to use the school.

*(c) YLCA York Branch*

Councillor Catterick reported that he has been attending the online sessions held by the YLCA.

*(d) Any other meeting*

No reports.

**20.117 - TO RECEIVE A REPORT ON VILLAGE POLICING**

The Clerk again reported that he had received no reports since the March meeting, no doubt on account of the compiler being self-isolating

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

*(a) A request for a yellow line in front of Ingham House (Min. 20.094b)*

After discussion it was agreed to remove this subject from future agendas.

*(b) The combined Parish Councils' website (Min. 20.094c)*

It was noted that the new website is working satisfactorily.

*(c) Duke of Edinburgh litter picking project (Min. 20.094e)*

The Chairman reported that the scheme is still running and that he regularly signs the participants' D of E documentation.

(d) *The renovation of the border in the car park next to the Lord Collingwood (Min. 20.094f)*  
As previously minuted Ryland Horticulture is going to carry out the work towards the end of 2020.

(e) *The removal of the Lord Collingwood flashing lights (Min. 20.094g)*  
It was noted that the flashing lights are still in the tree.

(f) *The new seat on Chantry Green (Min. 20.085d vii)*  
The Chairman gave details of the proposed seat. It will be a bench made of old English oak and be located on and bolted to stone slabs. The Councillors agreed to the specification.

## **20.119 - TO NOTE CORRESPONDENCE RECEIVED**

*20.119.01 - The Clerk referred to the following items of correspondence*

- (a) Poppleton Under Fives - Thanks for the grant cheque
- (b) All Saints Church - Thanks for the grant cheque
- (c) HSBC - Notice of confirmation of organisation details
- (d) Information Commissioner's Office - Registration document

*20.119.02 - It was noted that the correspondence received since the July Parish Council meeting, as listed below, had been circulated to the Councillors*

- (a) CYC - Green Homes Grants
- (b) CYC - 19/02288/FUL - notice of appeal to Secretary of State
- (c) CYC – Numerous Covid-19 Newsdesk emails
- (d) Explore York Libraries & Archives - Notice of the re-opening of Poppleton Library on 7 September
- (e) Older Citizens Advocacy - Invitation to AGM on 3 September
- (f) Older Citizens Advocacy - Leaflet & poster
- (g) Open Spaces Society - Charter
- (h) Poppleton Community Trust - AGM and Scarecrow news
- (i) Poppleton Community Trust - Re-opening 1 September
- (j) Poppleton Community Trust - Scarecrow weekend notice
- (k) YLCA - Training programme for September
- (l) YLCA – Two-weekly White Rose Updates

## **20.120 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
24 Sep	Poppleton Youth Action Group	Zoom/ 6.00pm	Hook

## **20.121 - TO CONSIDER MINOR MATTERS**

The Chairman raised the question as to whether Section 106 funds could be used to fund the car park resurfacing scheme. This fund is slowly being eroded by deflation at approximately 2.5%pa and only earning very minimal interest. He felt it could be put to better use. Clerk to ascertain the Section 106 rules from the YLCA.

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

Painting the fence in the car park adjacent to the Lord Collingwood.  
The proposed Unitary Authority for North Yorkshire.

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

It was agreed that the next meeting be held on Zoom on Monday 12<sup>th</sup> October 2020.

There being no other business the Chairman closed the meeting at 9.15pm.

CHAIRMAN .....

DATE.....

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

DRAFT