

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 10 OCTOBER 2022

PRESENT:

Councillor Stuart Robson (Chairman)

Councillor Alan Catterick

Councillor Anne Hook

Councillor Roper Langford

Councillor Neil Lawrence

Councillor Sheri Scruton

Councillor Rae Youngman

Twenty members of the public

Mr James Mackman (Clerk)

Before the formal agenda commenced the Chairman paid a tribute to the sad death of the Queen and thanked the Vice-Chairman for raising the Union flag at half-mast on the maypole during the period of official mourning.

AGENDA

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

None.

22.146 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 11 JULY 2022

The minutes of the meeting held on 11 July 2022, having been circulated and read, were accepted signed as a true record.

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

Apologies for absence were received from Councillors Garland and Johnson.

22.148 - TO CONSIDER THE APPROVAL OF REASONS GIVEN FOR ABSENCE

The reasons for absence for Councillors Garland and Johnson were approved.

22.149 - PUBLIC PARTICIPATION

Members of the public addressed the Councillors on the subject of the planning application for Model Farm and the request for support of a stopping up order for Station Road.

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

City Councillor Anne Hook reported that the speed limit for Northfield Lane will be reduced from 60mph to 30mph, making it much safer for pedestrians and cyclists heading to and from the Rufforth/Knapton Cycle/Footpath and, later, the Community Woodland. It might also reduce the incidence of large vehicles missing the entrance to Northminster Business Park, again making the lane safer.

22.151 - 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: 22/00056/FUL – Two-storey rear extension, first floor dormer, flat roof to existing side extension, alterations to fenestration and replacement roof tiles at 35 Station Road. (revised plans)	We have no objections but request that the proposed flat roof be replaced with a pitched roof in accordance with the adopted Poppleton Neighbourhood Plan.
Ref: 22/01383/FUL - Remove existing first floor window to rear and installation of emergency escape fire door and external staircase at The Old Forge Surgery, The Green.	No objections
Ref: 22/01408/FUL - Render to front, conversion of garage into a habitable room and alterations to doors and windows at Calderstones, 1 Brackenhill.	No objections
Ref: 22/01428/FUL – Two-storey side and rear and single-storey rear extension at 1 Long Ridge Drive.	No objections
Ref: 22/01513/ADV - Display of 1no. totem to entrance of yard, 1no. window vinyl graphic to east elevation, 2no. internally illuminated fascia signs to south elevation and 2no. internally illuminated fascia signs to east elevation at DPD Northminster Business Park, Cropton Road.	The Councillors objected to the application on the grounds that it would be an intrusion on the Green Belt and that it would cause light pollution.
Ref: 22/01533/TPO - Fell 1no. Ash tree protected by Tree Preservation Order no. 1/1970 at 5 Bankside Close.	No objections
Ref: 22/01543/FUL – Single-storey front and rear extensions and raised decking to rear at 5 Dikelands Close	No objections
Ref: 22/01555FULM - Extension to Pavers facility to provide office space with associated car parking and landscaping at Pavers Ltd, Catherine House, Northminster Business Park Harwood Road.	No objections

<p>Ref: 22/01624/FUL - Erection of 5no. dwellings after demolition of existing corrugated barns and Nissan huts at Model Farm House, The Green, YO26 6DP</p>	<p>The Parish Council objects on the following planning grounds: -</p> <p>The proposed development goes against the Poppleton Neighbourhood Plan and Poppleton Village Design Statement.</p> <p>This is an overdevelopment of the site and contravenes NPPF170 and NPPF175</p> <p>The contemporary styling is not in keeping with properties in the Conservation Area</p> <p>The City Council's rule is that a private drive should serve no more than five dwellings. Currently there are four dwellings in the grounds of Model Farm</p> <p>The Councillors requested that the application is "Called in"</p>
<p>Ref: 22/01633/FUL - Erection of 1no. two storey dwelling (revised) at 163 Long Ridge Lane, YO26 6HA.</p>	<p>No objections</p>
<p>Ref: 22/01690/TCA - Fell 1no. Cherry tree in a Conservation Area at Ashburnham, Hodgson Lane, YO26 6DR</p>	<p>No objections</p>
<p>Ref: 22/01738/TCA - Fell 3no. Leylandii trees in a Conservation Area at Copper Beech, Hodgson Lane.</p>	<p>No objections</p>
<p>Ref: 22/01834/FUL First floor side and single-storey rear extension, conversion of garage to living accommodation and flat roof canopy to front (resubmission) at 23 Springfield Road, UP26 6JJ</p>	<p>No objections</p>
<p>Ref: 22/01838/FUL – Single-storey front extension after demolition of existing canopy at The Laurels The Green, YO26 6DF.</p>	<p>No objections</p>
<p>Ref: 22/01845/CLD - Certificate of lawful development for side extension at The Black House, Boroughbridge Road, YO26 8JU</p>	<p>No objections</p>

(b) To note Local Authority Planning Decisions

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

- Ref: 22/00430/FUL – Single-storey side and rear extension, conversion of garage to living accommodation, porch to front, 4no. roof lights to front and 4no. roof lights to rear, 1no. window opening to either side at 19 The Green
- Ref: 22/00794/FUL – Installation of timber clad steel container (security cabin) and gravel path at Northminster Business Park, Harwood Road.
- Ref: 22/01068/FUL – Two-storey extension and partial conversion of existing garage into utility room at 96 Main Street.
- Ref: 22/01160/FUL – Two-storey side and rear extension, single-storey rear extension, porch extension to front and formation of new access to front at 1 Westfield Close.
- Ref: 22/01383/FUL - Remove existing first floor window to rear and installation of emergency escape fire door and external staircase at The Old Forge Surgery, The Green.
- Ref: 22/01408/FUL - Render to front, conversion of garage into a habitable room and alterations to doors and windows at Calderstones, 1 Brackenhills.
- Ref: 22/01428/FUL - Two storey side and rear and single storey rear extension at 1 Long Ridge Drive.
- Ref: 22/01533/TPO - Fell 1no. Ash tree protected by Tree Preservation Order no. 1/1970 at 5 Bankside Close.
- Ref: 22/01543/FUL – Single-storey front and rear extensions and raised decking to rear at 5 Dikelands Close.
- Ref: 22/01690/TCA - Fell 1no. Cherry tree in a Conservation Area at Ashburnham, Hodgson Lane, YO26 6DR
- Ref: 22/01738/TCA - Fell 3no. Leylandii trees in a Conservation Area at Copper Beech, Hodgson Lane.

It was noted that the following applications have been withdrawn: -

- Ref: 22/00594/FUL - Removal of condition 1 of permitted application 6/127/130/A/RM dated 30th April 1981, to seek removal of Agricultural Occupancy Condition at Kassandra Nursery To Red Lion.
- Ref: 22/01156/FUL - Variation of conditions 4 and 5 of permitted application 21/00307/FUL to alter drainage methods at 7 Elm Tree Avenue

(c) In light of a planning application to build more dwellings at Model Farm to reconsider the granting of an easement for vehicular right of way over the Green

It was agreed that no further work be carried out on the as yet unavailable easement. It was agreed that a working group consisting of Councillors Hook, Langford and Youngman would look at what easement would be most appropriate. **(Action Councillors Hook, Langford and Youngman)**

(d) To consider arranging a site visit to Pavers

It was agreed that visit to Pavers in the Northminster Business Park would be of benefit and the Clerk was asked to arrange this. **(Action Clerk)**

22.152 - 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 10th October 2022. The report reflected the receipts and payments below. The bank balances on 10th October were: -

Current Account	£500.00
Business Money Manager Account	£54,974.36

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

45 DD	E.ON NEXT	Guild hut electricity – June	£25.99
46 BP	Sleightholm Landscapes	Grass cutting – May/June	£796.00
47 BP	Sleightholm Landscapes	Grass cutting – June/July	£496.00
48 BP	Linda Cariss	Internal auditor’s fee	£8.00
49 BP	Stuart Robson	Cricket Club grant contra	£42.49
50CHG	HSBC	Bank charges – June/July	£8.00
51 BP	YLCA	Councillor Catterick course	£25.00
52 BP	Poppleton Community Trust	Room hire – 11 July	£24.00
53 DD	E.ON NEXT	Guild hut electricity – July	£27.47
54 BP	James Mackman	Salary – August	£546.61
55 CHG	HSBC	Bank charges – July/August	£10.00
56 BP	Scottish Water	Allotment water	£11.81
56aDD	E.ON NEXT	Guild hut electricity - August	£27.47
57 BP	Upper with Nether PPC	Half cost of the bays in the Lord Collingwood car park	£86.97
58 BP	Sleightholm Landscapes	Grass cutting	£496.00
59 BP	Poppleton Community Trust	Room hire – 16 August	£24.00
60 BP	HMRC	Income tax - August	£136.80
61 BP	James Mackman	Salary – September	£546.61
62 BP	HMRC	Income tax - September	£136.60
63 BP	PKF Littlejohn	External auditor’s fee	£200.00
64 CHG	HSBC	Bank charges – August/September	£8.00
65 BP	James Mackman	Salary – October	£546.61
66 BP	HMRC	Income tax - October	£136.60
67 BP	James Mackman	Expenses including wreath £20.00	£33.18
68 BP	Sleightholm Landscapes	Grass cutting	£496.00

(c) To receive a report on income received

HMRC	VAT refunds	£566.68
Poppleton Cricket Club	Repayment of grant	£1,900.00
City of York Council	2 nd half year’s precept	£13,290.00
HSBC	Bank interest	£9.18

(d) To consider increasing the contingencies budget

It was agreed that the contingencies budget be increased by £2,000 to £4,000.

(e) To consider the internal auditor’s report

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

(f) *To agree to release All Saints Church grants for 2022-23 (grass cutting £1,000, trees £500)*
This was agreed.

(g) *To agree to release the Poppleton Luncheon Club's grant for 2022-23 (£100)*
This was agreed.

(h) *To approve payment of 50% of the cost of installing the "blue badge" lines in the Lord Collingwood car park*
This was agreed.

(i) *To agree to release the Poppleton Community Trust grant for 2022-23 (£5,000)*
This was agreed.

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

(a) *To consider a report from the Greens Working Group*
There was no report.

(b) *Trees including considering quotations for the work identified in the last tree survey*
No news on this subject.

(c) *Events including*

i. Setting up a formal approval process for use of the Green

The form produced by Councillor Lawrence was agreed and will be used for future request. The Clerk is to endeavour to include the form on the Parish Councils' website. **(Action Clerk)**

ii. Remembrance Sunday (13th November) and expenses to be incurred

The Chairman reported that arrangements for the Remembrance Day service were well in hand. The Councillors resolved that the Parish Council covers the costs incurred.

(d) *Maintenance including*

i. The reimbursement of £36 for tidying the Lord Collingwood car park

It was agreed to pay the cost of having the Lord Collingwood car park tidied.

ii. The installation of something on the corner of the track in Chantry Green to prevent vehicles from driving over the grass

It was agreed that an obstacle be installed on the corner. The Councillors were in favour of a metre-high wooden post or posts. The Clerk is to speak to the resident who requested the agenda item so as to ascertain where he would want the posts to be put. **(Action Clerk)**

iii. Agreeing the design of seats for installing on the Green

The Greens Working Group suggested an all-metal seat but Councillors were of the opinion that people would not want to sit on cold metal so the idea was rejected.

iv. To agree the site of the seat to commemorate Ilene Wilson

It was agreed that the seat be sited in front of the wall between Maypole House and Manor Farm. **(Action Clerk)**

v. To agree to fill in the potholes at the entrance to the Lord Collingwood car park

It was agreed that the potholes should be filled in as soon as possible. The Clerk was directed to ask Ken Falkingham to expedite the work. **(Action Clerk)**

(e) *Allotments*

No reports.

(f) *Guild Hut*

The Clerk reported that the transfer from E.ON Next to EDF as supplier of the Guild Hut electricity should now be complete and that the daily standing charge has been reduced from 79p to 25p, a saving of £197.10 per year.

22.154 - TO CONSIDER MATTERS RELATING TO HIGHWAYS, FOOTPATHS, LAMPPOSTS & SIGNS

(a) *To receive an update on the possibility of converting the old coal yard at the station into a car park*

No news on this subject although awaiting a meeting with interested parties to be organised by the MP, Julian Sturdy.

(b) *To discuss a request from a resident in Station Road with regards to a stopping up order to enable them to purchase the verge in front of their property*

The resident requesting the stopping up order spoke eloquently on the subject. After discussion it was resolved that the resident should submit an enhanced proposal to the Parish Council for future consideration. It was also resolved that the resident seek the opinion on the proposal of all the residents in Station Road.

(c) *The proposed 30mph limit in Northfield Lane*

The City Council has written to the Parish Council asking for its views on the introduction of a 30mph limit along the length of Northfield Road. The Councillors agreed that the proposal should be supported. **(Action Clerk)**

(d) *To consider reports on vandalism*

No reports.

(e) *To receive other reports*

None.

22.155 – TO CONSIDER COUNCILLOR & CLERK TRAINING

Councillors had considered the courses on offer by the YLCA but agreed that none were relevant to the Parish Council.

22.156 - TO RECEIVE COMMITTEES' REPRESENTATIVES REPORTS

(a) *Listed Buildings Working Group*

No news on this subject.

(b) *One Parish Council for Poppleton Working Party*

In view of the late running of the meeting it was agreed to defer discussion on this subject until the next meeting.

(c) *Poppleton Community Trust*

No report.

(d) *Village Show*

Councillor Robson reported that this year's show had been very successful and that arrangements were in hand for a show in 2023.

(e) *YLCA York Branch*

No report.

(f) *Youth Club*

Councillor Hook reported that 42 youths are attending the Youth Club on a Friday evening.

(g) *Any other meeting*

No reports.

22.157 - TO RECEIVE A REPORT ON VILLAGE POLICIN38

Prior to the meeting the Clerk had forwarded the incidents reported to the police for July and August 2022. The reports were noted.

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

(a) *A request for two spaces for Blue Badge holders in the Lord Collingwood car park (Min. 22.134(d)i)*

It was noted that the spaces have now been duly marked and signed.

(b) *Old Forge Surgery complaints (Min. 22.139b)*

The Councillors discussed a letter received from the Haxby Group Practice and agreed that one of the doctors be asked to attend a Parish Council meeting to address the Councillors on the subject of the running of the surgery. **(Action Clerk)**

(c) *Tidying up the area by the Upper Poppleton sign on Station Road (Min. 22.139c)*

The Clerk reported that he had been waiting for the vegetation to die back so that the extent of the problem could be determined. **(Action Clerk)**

(d) *Vehicular access between Millfield Lane and Low Poppleton Lane (Min. 22.139d)*

Councillor Hook reported that this subject had been discussed at the Ward Committee meeting when the consensus was that there should be no change to the present arrangements.

(e) *Faded road signs around the school (Min. 22.139i)*

It was noted that the work to the signs has been done.

22.159 – TO NOTE CORRESPONDENCE RECEIVED

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

(a) Action Fraud - phishing update

(b) Anne Hook - York Days at ASFF 2022

(c) CYC - CYC actions over death of Queen Elizabeth

(d) CYC - Living Well newsletter

(e) CYC - Notice of 30mph limit in Northfield Lane

(f) CYC - Operation London Bridge update: 12 September 2022

(g) CYC Newsdesk - Yorkshire Day milestone as Proposed Devolution Deal Announced

(h) Haxby Group - Our Haxby Community papers

(i) North Yorkshire Police, Fire and Crime Commissioner - Notice of Zoom meeting on 2 November

(j) North Yorkshire Police, Fire and Crime Commissioner - Risk and Resource Model

(k) NYCC Messaging - Our News - August 2022

(l) Open Spaces Society - August 2022 eZine

(m) Open Spaces Society - August 2022 update eZine

(n) Poppleton Community Trust - Centre update

- (o) Poppleton Community Trust - Centrepiece No 74
- (p) Poppleton Community Trust - Invitation to Ukrainian refugee party - 15 July
- (q) YLCA - Councillors discussion forum - 25 August
- (r) YLCA - Law & Governance
- (s) YLCA - NALC Chief Executive's Bulletins
- (t) YLCA - Proposed devolution deal announcement - stakeholder pack
- (u) YLCA - Standards of Behaviour Webinar
- (v) YLCA - Training between 18 August & 1 September
- (w) YLCA - Training Bulletin 29 July 2022
- (x) YLCA - Webinar Training Programme October to December 2022
- (y) YLCA - White Rose updates
- (z) YLCA - York Branch meeting 13 October

22.159.2 - *The Clerk referred to the following items of correspondence received since the July meeting: -*

- (a) Ainsty (2008) Internal Drainage Board - Littlejohn forms for notice boards
- (b) PKF Littlejohn - Acknowledgement of AGAR return
- (c) PKF Littlejohn - Notice of conclusion of audit

22.160 – TO NOTE FORTHCOMING MEETINGS

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
13 Oct	YLCA York Branch	Acaster Malbis Memorial Hall, YO23 2UJ/ 6.45pm	Robson and Catterick
20 Oct	Poppleton Community Trust Exec	Poppleton Centre/ 7.30pm	Youngman

22.161 - TO CONSIDER MINOR MATTERS

None.

22.162 - TO CONSIDER NEW ITEMS FOR THE NEXT AGENDA

- (a) To agree the cost of acquiring and planting the Jubilee oak tree
- (b) To consider holding Parish Council meetings every month of the year
- (c) To consider increasing the Clerk’s salary commensurate with any additional Parish Council meetings

22.163 - TO AGREE THE DATE OF NEXT MEETING

It was agreed that the next meeting be held on Monday 14th November 2022.

There being no other business the Chairman closed the meeting at 10.20pm.

CHAIRMAN

DATE.....

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