

## UPPER POPPLETON PARISH COUNCIL

### MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON ZOOM AT 7.30 PM ON MONDAY, 13 JULY 2020

#### ATTENDING ON-LINE:

Councillor Stuart Robson (Chairman)

Councillor Alan Catterick

Councillor Robin Garland

Councillor Anne Hook

Councillor David Johnson

Mr James Mackman (Clerk)

Councillor Roper Langford

Councillor Sheri Scruton

Councillor Rae Youngman

Owing to the continued lockdown because of the coronavirus pandemic, the need for self-isolation and that all community buildings are closed, the meeting was held online through the Zoom application

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

The Councillors agreed to co-opt Rae Youngman on to the Parish Council. The Clerk confirmed that Councillor Youngman had signed his Declaration of Office.

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

All Councillors being present there were no apologies.

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

None.

#### **20.080 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 9 MARCH 2020**

The minutes of the meeting held on 9 March 2020, having been circulated and read, were accepted and will be signed at a later date.

#### **20.081 - PUBLIC PARTICIPATION\***

None.

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

City Councillor Anne Hook reported that: -

- The City of York Council has been sending detailed updates on what is happening because of COVID and these have all been circulated to everyone, so you know what has been happening.
- I spent the start of Lockdown monitoring Facebook pages and WhatsApp groups to check people were looking after vulnerable neighbours. It was really wonderful to see the community spirit which prevailed.
- Since then, I have started to go round the Ward to spot things which could be fixed while still carrying out social distancing.
- A new Focus newsletter will be coming round soon.

## 20.083 - PLANNING APPLICATIONS

- (a) Since the March Parish Council meeting the Councillors had considered all but the last three plans listed below. Using the powers delegated to the Clerk at the March meeting the responses had been sent to the City Council's Planning Department. The three applications at the bottom of the list were considered at the Parish Council meeting.

Details of Planning Applications	Comments
<p>Ref: 19/02384/FUL – Single-storey rear extension, 2no. dormers to rear and 2no. rooflights to front (part retrospective, resubmission) at 11 Sycamore View.</p>	<p>We object to the proposals.</p> <p>We consider that the proposed dormer is too large for the existing property and impinges on the Conservation Area.</p> <p>The Parish Council previously objected to this development, and the new application is not substantially different. In addition, the neighbours strongly oppose the proposal.</p>
<p>Ref: 20/00080/FUL – Revision - Drawing no. 1006.002 revision F, Plans and elevations as proposed, revision F dated 19.03.2020 at 8 Beech Way.</p>	<p>No objections</p>
<p>Ref: 20/00304/FUL - Conversion of the former stables to habitable annexe accommodation associated with Model Farm house to include internal and external alterations at Model Farm, The Green.</p>	<p>No objections</p>
<p>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.</p>	<p>Objection on the grounds that the wooden cladding on the front of the building is not appropriate in a Conservation Area</p>
<p>Ref: 20/00516/FUL – Single-storey front, side and rear extensions, installation of render finish and cedar cladding, erection of detached garage to side with relocation of driveway to Cherry Grove, 1.8 metre-high timber fence to boundary at 5 Cherry Grove.</p>	<p>The Parish Council objects on the following planning grounds: -</p> <ul style="list-style-type: none"> <li>• The building would be overbearing for 8 Orchard Way.</li> <li>• Gb 15a development and loss of the garden could adversely reduce the natural drainage towards the beck and result in excess water retention. Adverse comments from Yorkshire Water about difficulty in securing appropriate drainage.</li> <li>• Cherry Grove is in a designated flood zone</li> </ul>

<p>Ref: 20/00516/FUL - Single-storey side and rear extensions, installation of render finish and cedar cladding, erection of detached garage to side with relocation of driveway to Cherry Grove, 1.2 metre-high timber fence to boundary at 5 Cherry Grove.</p>	<p>No objections</p>
<p>Ref: 20/00637/FUL – Single-storey rear extension at Westholme, Hodgson Lane.</p>	<p>No objections</p>
<p>Ref: 20/00646/FUL – Two-storey and single-storey rear extensions at 65 Station Road.</p>	<p>No objections</p>
<p>Ref: 20/00678/FUL - Erection of 2no. dormer bungalows following demolition of existing bungalow at 11 Chantry Gap.</p>	<p>The Parish Council objects on the following planning grounds: -</p> <ul style="list-style-type: none"> <li>• Overdevelopment of site,</li> <li>• Does not accord with the street scene,</li> <li>• Although there is off-road parking there are no garages</li> <li>• There is a reduction of the area of the existing medium sized garden to a very small garden space shared between two new properties</li> <li>• The back bedrooms’ windows are too close to the properties behind</li> </ul>
<p>Ref: 20/00752/FULM - Erection of 60no. affordable homes with associated infrastructure, including access, public open space and landscaping. Land at Boroughbridge Road west of Trenchard Road.</p>	<p>The Parish Council objects on the following planning grounds: -</p> <ol style="list-style-type: none"> <li>1. The land concerned is Green Belt, as designated by the Poppleton Neighbourhood Plan (adopted and lodged with CYC in 2017) and the proposed Local Plan which should be in operation for the next 20 years.</li> <li>2. This development should be considered in conjunction with the proposed development on the other side of the A59 where approval has been given to some affordable housing which should suffice the demand.</li> <li>3. In conjunction with that proposal, this would be another large step in the regrettable urbanisation of the land between Poppleton and York on prime agricultural land.</li> </ol>

1. A new housing estate will have an increased number of children. The distance to the nearest primary school, Poppleton Ousebank, is considerable with no ready access to bus transport. Probably parents will take their children to and from school by car causing further traffic mayhem. This school is currently at maximum capacity, so children could have even further to travel if they were to be accommodated at another school. Secondary education is no better, with the nearest school, Manor Academy oversubscribed. (Currently there are 1,123 pupils. It was originally designed to accommodate a maximum of 1,000).
2. Access to services (and schools) would mean crossing the very busy A59, a hazardous process especially for children
3. Land drainage is a further problem as the lower part of the field has a history of flooding in the winter and after heavy rainfall. This would create a further capacity for Carr Dyke sewage capacity, which will be further strained to its limit by other proposed developments, including the British Sugar site.
4. Further traffic entrancing, and particularly exiting this development will only aggravate the already back log of traffic at the moment. At the rush hour, between 7.00am and 9.30am the traffic is already backed up on the A59, often up to a mile or more in the direction of Harrogate. Already motorists 'rat run' through Poppleton via Hodgson Lane or Black Dyke Lane to bypass the congestion. Both roads are too narrow to accommodate through traffic. The new development will only increase the adverse traffic problems.
5. People use their cars to access railways, and Poppleton Station has very limited car parking, and therefore this will increase the already problematic road parking along Station Road causing further

	congestion for residents. Sustainable transport links do not exist in this area.
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.	No objections
Ref: 20/00868/TPO – Crown reduce by 25%, crown lift and thin Beech protected by Tree Preservation Order no. 2/1991 at 31 Willow Croft.	No objections
Ref: 20/00955/TPO - Fell 2no. Silver Birch trees protected by Tree Preservation Order no.CYC406 at Cumbria Lodge Main Street	The Parish Council objects to the felling of the two trees for the reasons put forward by the City Council when it refused planning application (19/00481/TCA) for the same two trees.
Ref: 20/00992/FUL - Dormer roof extensions to side elevations at 32 Dikelands Lane.	No objections
Ref: 20/01107/FUL – Single-storey front extension to form additional garage space at Courtlands, Black Dykes Lane.	No objections
Ref: 20/01165/TPO - Fell Horse Chestnut protected by Tree Preservation Order no. CYC405 at Thornfield House, Hodgson Lane.	The Parish Council does not object to the felling of the tree but recommends that it is replaced, not by an ash tree, but by another horse chestnut tree.

*(b) To note Local Authority Planning Decisions*

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

- Ref: 19/01830/FUL – Single-storey side and rear extension at 2 Grove Gardens.
- Ref: 19/02306/FUL - Erection of two-storey detached dwelling with attached garages and store, associated driveway access and landscaping at Brambles, Main Street.
- Ref: 19/02384/FUL – Single-storey rear extension, 2no. dormers to rear and 2no. rooflights to front (part retrospective, resubmission) at 11 Sycamore View.
- Ref: 19/02384/FUL – Single-storey rear extension, 2no. dormers to rear and 2no. rooflights to front (part retrospective, resubmission) at 11 Sycamore View.
- Ref: 19/02384/FUL – Single-storey rear extension, 2no. dormers to rear and 2no. rooflights to front (part retrospective, resubmission) at 11 Sycamore View.
- Ref: 20/00073/FUL - Variation of condition 2 (approved plans) of permitted application 19/00422/FUL for render to rear at first floor level at Tresco, 2 Copper Beech Close.
- Ref: 20/00080/FUL - First floor side extension at 8 Beech Way.
- Ref: 20/00126/FUL – Single-storey side and rear extension, reposition front door at 3 School Lane.

- Ref: 20/00138/FUL – Two-storey side and single-storey front extension (revised scheme to previous approval 19/01936/FUL) at 7 Fairway Drive.
- Ref: 20/00152/ADV – Display of 4no. digital freestanding signs and 1no. digital booth screen at McDonalds Restaurant Ltd Boroughbridge Road.
- Ref: 20/00170/TPO - Crown clean Ash; crown lift to 4m and prune Oak protected by Tree Preservation Order no.1/9 at 5 Bankside Close.
- Ref: 20/00204/TPO - Crown reduce 1no. Ash, 1no. Cherry and 1no. Hornbeam protected by Tree Preservation Order no.1/1970 at Poppleton Community Centre, Main Street.
- Ref: 20/00304/FUL - Conversion of the former stables to habitable annexe accommodation associated with Model Farm house to include internal and external alterations at Model Farm, The Green.
- Ref: 20/00305/LBC - Internal and external alterations in association with conversion of the former stables to habitable annexe accommodation associated with Model Farm house at Model Farm, The Green.
- Ref: 20/00637/FUL – Single-storey rear extension at Westholme, Hodgson Lane.

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

- Ref: 20/00868/TPO – Crown reduce by 25%, crown lift and thin Beech protected by Tree Preservation Order no. 2/1991 at 31 Willow Croft.

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

- Ref: 20/00678/FUL - Erection of 2no. dormer bungalows following demolition of existing bungalow at 11 Chantry Gap.

## **20.084 - FINANCE**

### *(a) To receive a financial statement*

The Clerk had email Councillors a detailed report showing the actual income and expenditure for the year for the period from 9 March to 13 July 2020. The report reflected the receipts and payments below. The bank balances at 13 July were: -

Current Account	£486.61
Business Money Manager Account	£31,487.29

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

2084	Nether Poppleton Parish Council	Half cost of setting up new website	£457.00
2085	Mark Pyrah	Expenses re VE Day celebrations	£123.00
	DD npower	Guild hut electricity	£6.69
2086	Poppleton Community Trust	Room hire - March	£23.50
	DD npower	Guild hut electricity	£5.31
2087	Exactis	Printing leaflets re Covid-19	£98.42
2088	YLCA	Annual subscription	£568.00
2089	Information Commissioner	Annual fee	£40.00
2090	Sleightholm Landscape	Grass cutting per contract	£240.00
2091	YLCA	GDPR course	£15.00
2092	James Mackman	Salary – April	£522.89
2093	HM Revenue & Customs	Income tax- April	£130.60
	DD Npower	Guild hut electricity	£7.60
2094	Nether with Upper PCC	Grant towards churchyard grass cutting	£200.00
2095	James Mackman	Salary – May	£522.89
2096	HM Revenue & Customs	Income tax- May	£130.60
2097	Zurich Insurance	Annual insurance premium	£584.86

2098	Sleightholm Landscape	Grass cutting per contract	£240.00
DD	Business Stream	Allotment water	£7.55
DD	npower	Guild hut electricity	£7.49
2099	Poppleton Community Railway Nursery	Bedding plants	£151.53
2100	James Mackman	Salary – June	£522.69
2101	HM Revenue & Customs	Income tax- June	£130.80
2102	Stuart Robson	Compost	£20.00
2103	Les Vaughn	Expenses re VE Day celebrations	£50.00
2104	Ken Falkingham	Refurbishing 15 & mending 2 seats	£772.50
2105	James Mackman	Salary – July	£522.69
2106	HM Revenue & Customs	Income tax- July	£130.80
2107	James Mackman	Expenses	£35.00
2108	Poppleton Under Fives	Grant for 2020-21 per budget	£1,000.00

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

HSBC	Bank interest	£7.96
City of York Council	1 <sup>st</sup> half year's precept	£12,500.00
City of York Council	Business rates relief grant	£10,000.00
Allotment tenants	Annual allotment rent	£233.93

(d) *To confirm the subscription to the YLCA for 2020-21 - £568.00*

This was confirmed.

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

The Councillors, having previously been given a copy of the Annual Governance Statement of the Annual Return, agreed that all the questions (except question nine which did not apply) could be answered with a "yes". The Chairman and Clerk will sign the form at a later date.

(f) *To agree the Statement of Accounts on the Annual Return*

The Cllrs. had been sent a copy of the Return prior to the meeting. The meeting, being virtual, it was agreed that the Chairman and the Clerk should sign the form at a later date.

(g) *To agree to release the £1,000 provided in the budget for the Poppleton Under Fives*

This was agreed.

(h) *To confirm the release of the £200 provided in the budget for All Saints' churchyard grass cutting*

This was agreed.

(i) *To confirm that the lowest quote from Zurich Insurance for the insurance renewal be accepted*

The Councillors had considered quotations for the Parish Council's insurance renewal from Came & Co, BHIB and Zurich. It was confirmed that the Zurich quotation for a three-year deal be accepted. The question was asked as to why D E Ford in Low Poppleton Lane had not been asked to quote which was a view at the March meeting.

(j) *To consider a request for a further grant towards the All Saints Church grass cutting*

The Councillors agreed to give a grant of £225.00 towards the cutting of the churchyard grass.

## **20.085 - 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, owing to the lockdown, it had not been possible to arrange a meeting.

### *(b) Trees*

No news on this subject.

### *(c) Events*

It was reported that the event to celebrate the 75<sup>th</sup> Anniversary of VJ in August has been cancelled owing to the Covid-19 problem.

### *(d) Maintenance including*

#### *i. To ratify the change of the grass cutting contractor*

The Clerk explained that the contractor who had been awarded the contract for the three years from 1 April 2020 had had to give up business on health grounds. Sleightholm Landscape had submitted a tender which was close to the already accepted tender and had been given the contract. The Councillors approved of this course of action.

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

The Clerk reported that he had met a City Council officer on site and that the officer had submitted a specification for resurfacing the entrance and another specification for resurfacing the whole of the car park. He had also sent a schedule of City Council approved contractors. The Clerk reported that he had sent the two specifications to three of the contractors on the list and asked for quotations. None has been received to date.

It was agreed that the potholes are a danger to vehicles and pedestrians so a working party which is to fill the potholes with concrete was arranged.

#### *iii. To consider quotations for resurfacing the car park next to the Lord Collingwood* See item ii above.

#### *iv. To consider a request from the Methodist Church to rope off a section of the Green to enable the Under Fives' Play Group to continue during the renovation of the Hall*

The Councillors considered a request to *fence* off a section of the Green so that children from the Under Fives' Play Group could play safely on the Green during the time that the Methodist Church garden is to be closed owing to the construction. It was agreed unanimously that a portion of the Green in front of the Methodist Church could be *fenced* off for a six-month period and that the fence could remain in place throughout that period.

#### *v. To confirm the refurbishing and repairing of the Parish Council's seats*

It was reported that 15 of the Parish Council's seats had been refurbished and that two of them had needed to be repaired. The Councillors approved the expenditure.

#### *vi. To confirm the purchase of bedding plants for the planters in the village*

Councillor Robson had bought bedding plants and compost for the planters. Councillors approved the expenditure.

*vii. To consider a request to put a new seat on Chantry Green*

Councillor Robson reported that a resident had said that he would like to provide a seat to be placed on Chantry Green. Councillors gave this request their unanimous approval provided that there was no expense incurred by the Parish Council

*(e) Allotments*

The Clerk reported that all allotment rents had been received.

*(f) Guild Hut*

No report.

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

*(a) To consider reports on vandalism*

None.

*(b) To receive other reports*

It was reported that the footpath between the Green and the Poppleton Centre is in poor condition in many places. It has been noticed that some people in wheelchairs and users of Zimmer frames prefer to walk along the road as it has a smoother surface. Councillor Hook reported that she is starting a campaign for the improvement of footpaths.

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

*(a) To approve Councillor Catterick's attendance at the YLCA's webinar on GDPR on 14<sup>th</sup> April 2020 (£15)*

This was agreed.

*(b) To approve Councillor Catterick's attendance at the YLCA's webinar on planning on 15<sup>th</sup> July 2020 (£22.50)*

This was agreed.

**20.088 - TO SEEK CLARIFICATION OVER THE STATUS OF THE TWO AREAS OF LAND WHICH THE CITY COUNCIL HAS CLASSED AS VILLAGE GREENS**

Councillor Langford is to seek clarification on this subject from the City Council. (**Action Councillor Langford**)

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

Councillor Langford agreed to submit a report on this subject for consideration at the next Parish Council meeting. (**Action Councillor Langford**)

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

No news on this subject.

**20.091 – TO APPOINT A REPRESENTATIVE FOR THE POPPLETON COMMUNITY TRUST**

Following the resignation of Councillor Ferguson, it was noted that there was a vacancy for this position. Councillor Youngman agreed to be the Representative.

## **20.092 - TO RECEIVE COMMITTEES' REPRESENTATIVES REPORTS**

### *(a) Poppleton Community Trust*

It was noted that the playground has now re-opened after lockdown and that the café is open though social distancing rules are being strictly applied.

### *(b) Youth Club*

The school requires the space that the Youth Club has been using so the Youth Club is looking for new premises in which to meet. The Chairman is to meet with the chair of the Youth Club to discuss how the Parish Council could assist the Youth Club. **(Action Councillor Robson)**

### *(c) Village Show*

It was reported that the Village Show has been abandoned for this year owing to the coronavirus pandemic.

### *(d) YLCA York Branch*

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

### *(e) Any other meeting*

No reports.

## **20.093 - TO RECEIVE A REPORT ON VILLAGE POLICING**

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

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

### *(a) Moving the trough (Min. 20.058(c)i)*

The trough was moved across the road with the help of Trevor Parker and the forklift on his tractor.

### *(b) A request for a yellow line in front of Ingham House (Min. 20.058(c)iv)*

No news on this subject

### *(c) The combined Parish Councils' website (Min. 20/063)*

Disquiet was expressed concerning access to the joint NPPC/UPPC website newly installed. A commercial website was more readily available and was praised for its accessibility and content. Councillor Catterick is to keep a watching brief on the website and report back to the Parish Council. **(Action Councillor Catterick)**

### *(d) To note that the planned event on 8<sup>th</sup> May 2020 to celebrate the 75<sup>th</sup> Anniversary of VE Day was cancelled (Min. 20.065)*

Owing to the coronavirus lockdown the event was cancelled.

### *(e) Duke of Edinburgh litter picking project (Min. 20.068a)*

Councillor Robson reported that pupils from Manor Academy are clearing litter from around the village on Saturday mornings.

### *(f) The renovation of the border in the car park next to the Lord Collingwood (Min. 20.068b)*

Ryland Horticulture is going to carry out the work towards the end of 2020.

(g) *The removal of the Lord Collingwood flashing lights (Min. 20.068c)*  
The lights are still up. The landlord is to be asked to remove them.

**20.095 - TO NOTE CORRESPONDENCE RECEIVED**

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

- (a) Emails regarding cycling down the passageway between Brackenhills and the White Horse Inn
- (b) HSBC - Reduction in the Business Money Manager bank account interest rate
- (c) YLCA - Request for photograph for the Annual Report. The Clerk sent one he had taken of the Green

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

- (a) A letter of thanks for the All Saints churchyard grass cutting grant
- (b) An email from a resident regarding the planning application for 5 Cherry Grove
- (c) CYC - Notice of removal of oak tree at York House
- (d) CYC – regular updates on COVID 19
- (e) Explore York Libraries & Archives - Update on revised service
- (f) Julian Sturdy MP – Two E-bulletins
- (g) North Yorkshire Police, Fire & Crime Commissioner - AJ1 Project Road Safety Fund
- (h) The Poppleton Centre - Children's Sports Day goes virtual
- (i) The Poppleton Centre - Maypoles request
- (j) YLCA - Advice on cancelling meetings and virus update
- (k) YLCA - Hag Wood question
- (l) YLCA - New Model Code of Conduct consultation
- (m) YLCA - White Rose Updates

**20.096 – TO NOTE FORTHCOMING MEETINGS**

Owing to the continued need for social distancing because of the COVID-19 pandemic there are no known forthcoming meetings.

**20.097 - TO CONSIDER MINOR MATTERS**

None.

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

None

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

It was agreed that the next meeting be held on Monday 14<sup>th</sup> September 2020.

There being no other business the Chairman closed the meeting at 9.35pm.

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/>