

## 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 9 MAY 2022

#### PRESENT:

Councillor David Johnson (Chairman)

Councillor Robin Garland

\*Councillor Anne Hook

Mr James Mackman (Clerk)

Councillor Roper Langford

Councillor Sheri Scruton

In Chairman Stuart Robson's absence the Vice-Chairman, David Johnson, chaired the meeting from the beginning.

#### ANNUAL MEETING AGENDA

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

It was agreed to re-appoint Councillor Robson as Chairman.

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

It was agreed that Councillor Robson sign his Declaration of Office at a later date.

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

Apologies for absence were received from Councillors Alan Catterick, Neil Lawrence, Stuart Robson and Rae Youngman. Councillor Hook had given apologies for being late to the meeting as she would be engaged in City Council business.

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

The reason for absence for Councillors Alan Catterick, Neil Lawrence, Stuart Robson and Rae Youngman were approved.

##### 22.090 - ANNUAL APPOINTMENTS

OFFICE	COUNCILLORS
Vice-Chairman	Johnson
General Purposes Committee	No appointments
Greens Working Group	Garland, Johnson, Scruton
Planning Group	Langford
Cricket Club Committee	Robson
Listed Buildings Working Group	Scruton
One Parish Council for Poppleton Working Party	Johnson, Lawrence
Poppleton Community Trust Observers	Youngman
Poppleton Moat Fields Management Group	Youngman
Poppleton Village Show Working Group	Johnson, Robson
Poppleton Youth Action Group Representative	Langford, Hook
Queen's Platinum Jubilee Working Group	Robson, Youngman
Yorkshire Local Councils Associations Representatives	Robson, Catterick

## MEETING AGENDA

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

None.

### **22.092 - TO APPROVE THE MINUTES OF THE MEETING HELD ON 11 APRIL 2022**

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

### **22.093 - PUBLIC PARTICIPATION**

None.

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

City Councillor Anne Hook reported: -

- Grass verges have not been cut because many operatives are on long term sick. Six have been recruited from other councils but need training on equipment which takes a few months.
- Level crossing on Millfield Lane is to be made safer, but it will involve partial and full road closures. Where it is a full closure, penalties for using Low Poppleton Lane will be waived.
- Network Rail own land between level crossing and A1237 embankment and are using it to do works on the level crossing and may well want to use it when those works are done. Could help residents to write/petition Network Rail to reopen it as a BMX cycle track when done to help young people.

### **21.095 - PLANNING APPLICATIONS**

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

Details of Planning Applications	Comments
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	No objections
Ref: 22/00780/TCA - Fell 1no. Spruce tree in a Conservation Area at Greenthwaite, Main Street.	The Parish Council objects to the felling of the tree. We can see no justification for its removal.
Ref: 22/00791/FUL - Change of use from restaurant (use class E) to place of worship (use class F1) (resubmission) at Luigi's Ristorante, Cedar House Northfield Lane.	No objections

(b) *To note Local Authority Planning Decisions*

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

- Ref: 22/00276/FUL - Conversion of existing garage to habitable space and open porch to store with double timber doors to front at 3 Willow Croft.
- Ref: 22/00574/TCA - Crown reduce a group of Silver Birch trees in a Conservation Area at Orchard House, Hodgson Lane.

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

- Ref: 21/02338/FUL - First floor side and single-storey rear extension, and conversion of garage to living accommodation at 23 Springfield Road.

## 22.096 - 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 9th May 2022. The report reflected the receipts and payments below. The bank balances on 9<sup>th</sup> May were: -

Current Account	£500.00
Business Money Manager Account	£51,632.56

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

9 BP	Pavers Foundation	Grant	£500.00
9a BP	Poppleton Under Fives	Grant	£1,000.00
10 BP	(bigartandbanners.com)	2 Jubilee banners	£49.53
11 DD	E.ON NEXT	Guild hut electricity	£8.36
12 BP	Hirepoint (York)	Propane for beacon	£36.77
13 CHG	HSBC	Bank charges	£12.00
14 DD	Information Commissioner	Annual fee	£35.00
15 BP	Sleightholm Landscapes	Grass cutting per contract	£744.00
16 BP	Poppleton Community Trust	Room hire – April	£24.00
17 BP	Zurich Municipal	Annual insurance premium	£600.22
18 BP	James Mackman	Salary – May	£546.61
19 BP	HMRC	Income Tax – May	£136.60
20 BP	James Mackman	Expenses	£9.25

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

City of York Council	1 <sup>st</sup> half year's precept	£13,290.00
City of York Council	Double taxation payment for 2020-21	£132.00

### (d) 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 could be answered with a “yes”. The Chairman and Clerk signed the form.

### (e) To agree the Statement of Accounts on the Annual Return

Prior to the meeting the Clerk had given all Councillors a copy of the Annual Return and the paperwork supporting the entries. The Councillors agreed to accept the Annual Return and the Chairman and the Clerk signed the form.

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

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

Councillor Garland gave a verbal report on the workings of the Greens Working Group.

(b) *Trees including*

- i. *Considering a quotation to carry out a survey of the trees on Blairgowrie land adjoining Main Street*

The Clerk reported that he had not yet received a reply from the YLCA with regards to the legal power that the Parish Council should use to authorise the survey.

- ii. *Considering quotations for the work identified in the last tree survey*

No progress to report on this subject. (**Action Clerk**)

(c) *Events including setting up a formal approval process for use of the Green*

No progress to report on this subject. (**Action Greens Working Group**)

(d) *Maintenance including: -*

- i. *Refurbishing the Parish Council's seats*

The Clerk reported that he is to meet Ken Falkingham with a view to working out what treatment needs to be given to each seat. (**Action Clerk**)

- ii. *Parking on the Green in Hodgson Lane*

The Clerk reported having delivered letters to the houses in Hodgson Lane. It was noted that the incidence of cars parked on the grass has much reduced.

- iii. *To consider request for a seat to commemorate Ilene Wilson*

The Councillors agreed in principle to have a seat on the Green to commemorate Ilene Wilson. It was agreed that the Green's Committee should research seats with the object of recommending a particular design for the Parish Council to adopt. (**Action Greens Working Group**)

- iv. *To consider a request for a seat to commemorate Kathleen Brent*

The Councillors agreed in principle to have a seat on the Green to commemorate Kathleen Brent. As with Ilene Wilson's the design will be approved at a later date.

v. It was reported that the pulley had fallen off the top of the Maypole making it impossible to raise a flag. It was agreed that the pulley should be replaced as soon as possible so that a flag can be flown for the Queen's Platinum Jubilee event and the Poppleton Children's Sports Day. (**Action Councillor Johnson**)

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

- (a) *To receive an update on the problem with cars parked on the roads in Upper Poppleton.*

In the absence of Councillor Robson there was no update on this subject.

- (b) *To consider reports on vandalism*

No reports

- (c) *To receive other reports*

No reports.

## **22.099 – 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.

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

### *(a) Listed Buildings Working Group*

Councillor Scruton reported that work is progressing on this subject.

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

Councillor Lawrence had written a report on the meeting with Nether Poppleton Parish Councillors on 10 April. The report, which had been sent to Councillors prior to the meeting, listed points for clarification by both the YLCA and the City of York Council.

### *(c) Poppleton Community Trust*

No report.

### *(d) Queen's Platinum Jubilee Working Group*

It was reported that all arrangements for the Jubilee event on 2nd June are well in hand.

### *(e) Village Show*

Councillor Johnson reported that all was going well with the arrangements for the Show.

### *(f) YLCA York Branch*

No report.

### *(g) Youth Club*

It was reported that the Youth Club has started meeting on a Friday in a room at the Methodist Church Hall.

### *(h) Any other meeting*

No reports.

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

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

**\*Councillor Hook arrived at this point in the meeting.**

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

### *(a) The request for an easement for Model Farm (Min. 22.080a)*

The Clerk reported that he had again asked Hethertons to inform him of the progress on the production of an easement but had received no reply.

### *(b) Grass growing over footpaths on the Green (Min 22.080b)*

It was noted that the City Council has trimmed back grass off the footpath between the Bowls Club and the surgery and resurfaced most of the pavement .

(c) *Old Forge Surgery complaints (Min. 22.080c)*

The Clerk reported that he still hadn't received a reply to his letter asking for a representative to come to talk to the Parish Councillors.

(d) *Tidying up the area by the Upper Poppleton sign on Station Road (Min. 22.074c)*

It was reported that some work appears to have been carried out on the site but, in the absence of Councillor Youngman, there were no specific details known.

(e) *Vehicular access between Millfield Lane and Low Poppleton Lane (Min. 22.074b)*

Councillor Hook reported that a Ward Committee meeting had yet to be arranged when this subject could be on the agenda.

### **22.103 – TO NOTE CORRESPONDENCE RECEIVED**

*22.103.01 - The Clerk referred to the following items of correspondence received since the April Parish Council meeting*

- (a) CYC - Confirmation of road closure for the Jubilee event
- (b) CYC - Live Well York - allotment website query
- (c) Home Instead - Introduction
- (d) Poppleton Road School - Maypole dancing query
- (e) Resident - Access through bollards in Millfield Lane update request
- (f) Resident - Asking for progress on parked cars on the Green in Hodgson Lane
- (g) Resident – Complaint about parking in general
- (h) The Pensions Regulator - Re-enrolment legal duties

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

- (a) Child & Teenage Cancer & Leukaemia Foundation - Request for clothes bank on Lord Collingwood car park
- (b) CYC - Barrier Review on walking, pushing, wheeled and cycling routes
- (c) Open Spaces Society - April 2022 eZine
- (d) TCV York & North Yorkshire - Funding opportunity
- (e) YLCA - June/July training programme
- (f) YLCA - White Rose updates

### **22.104 – TO NOTE FORTHCOMING MEETINGS**

Date of Meeting	Meeting	Venue/ Time	Councillors Attending
TBA	One Parish Council for Poppleton Working Party	Poppleton Centre/ 7.30pm	Johnson, Lawrence
TBA	Queen's Platinum Jubilee	Poppleton Centre/ 7.00pm	Robson, Youngman
16 Jun	Poppleton Community Trust Executive	Poppleton Centre/ 7.30pm	Youngman

### **22.105 - TO CONSIDER MINOR MATTERS**

None.

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

Planting an oak tree on the Green to mark the Queen's Platinum Jubilee.

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

It was agreed that the next meeting be held on Monday 13<sup>th</sup> June 2022.

There being no other business the Chairman closed the meeting at 9.05pm.

CHAIRMAN .....

DATE.....

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

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

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