

HESLINGTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE MEETING ROOM ON TUESDAY 15 OCTOBER 2013 AT 7.30 P.M.

MEMBERS PRESENT:

Cllr R Bramley (RB)

Cllr C Cadman (CC)

Cllr A Collingwood (AC)

Cllr P Hall (PH)

Cllr Lady D Lawton (DL)

Cllr B McClean (BM)

IN ATTENDANCE:

Fiona Hill (FH) – Parish Clerk

Cllr D Levene (WC)

Dennis Martin (DM), Chairperson, Dunnington Parish Council

Sarah Birkinshaw (SB), Events Director, Yorkshire Marathon

MEMBERS OF PUBLIC PRESENT:

Two

Public Session – None

1: TO ACCEPT APOLOGIES FOR ABSENCE:

Cllr Mrs P Bramley (PB), Cllr Mrs Z Richards (ZR), Cllr J Stern (JS)

2: TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:

RB and ZR – section 4.5

3: TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 17 SEPTEMBER 2013:

The Minutes were unanimously approved

4: TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

- 4.1 Fly-tipping/Fly-posting/Banners/Planters/Litter Bins around village
FH was asked to write to CYC to report the Halifax College sign at the top of Holme Field Lane. PH would email FH with a copy of the agreement which showed the relevant rules
- 4.2 Village Signs/Planters/Worn verges
BM would replant the planters outside the post office.
- 4.3 Recent flooding/Drains/Sewers in the Parish
CC reported that the drains in the parish were in a terrible state and blocked. WC advised that the problem had been identified in School Lane, but he would report the others.
- 4.4 Cycle track along University Road
WC advised that CYC were in discussions with University of York and would like to see this work done by 31 March 2014.
- 4.5 City of York Local Plan
CYC awaiting response deadline (31Oct13). Report on responses would be available Dec13
- 4.6 Boundary Commission Review
Report due 30Nov13
- 4.7 Dog Orders
Simon Christian, Natural England would attend the next meeting. WC would chase up the relevant person at CYC to attend also.

- 4.8 Neighbourhood Planning
Dennis Martin spoke at length about neighbourhood planning. AC and BM would now research this subject and report further to the Parish Council
- 5. TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:**
- 5.1 Highway Matters
5.1.1 Yorkshire Marathon
This was discussed at length with SB
- 5.2 University of York
NTR
- 5.3 Elvington
NTR
- 5.4 Heslington Village Website
BM felt it needed input and photos from the village meeting room and the sportsfield.
- 5.5 Parish Newsletter
BM had prepared a draft which was discussed, amended and approved.
- 6: TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC:**
Mr Visick complemented the Parish Councillors in their efforts to speak more clearly, as this had improved the situation for those in the public gallery who could now hear much more.
- 7: TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS:**
Letter A: We support the application
Letter B: We have no objections
Letter C: We do not object but wish to make comments or seek safeguards as set out overleaf
Letter D: We object on the planning grounds set out overleaf
- 7.1 13/03196/FUL Harvest Cottage, 8 Holburns Close
Letter B
- 7.2 13/03201/FUL Former Landwith College, Deremore Lane
Letter B
- 7.3 13/03253/TCA 1 The Outgang
Letter B
- 8: TO REPORT PLANNING DECISIONS BY CITY OF YORK COUNCIL:**
None
- 9: TO RECEIVE REPORTS FROM REPRESENTATIVES OF FOLLOWING OUTSIDE BODIES:**
- 9.1 Ward Cllr David Levene
WC advised that he had offered his support to the Student Union campaign to improve facilities at Heslington East. The Ward Team Meeting would next meet on 28Nov13 and they would be asking “What is wanted with this committee” and “how do you feel about Community Contracts”. WC hoped that meetings would continue every other month and suggested that community contracts were drafted. He suggested the committee would be made up of the Ward Cllr, Parish Council, CYC Street Environment officer, Police, CYC Youth Team and Student Union. Finally, there is a pot of money (£1000), which is no longer Ward Funding and it was agreed that the Sportsfield would be granted it towards play ground equipment.

- 9.2 North Yorkshire Police
NTR
- 9.3 Heslington East Community Forum
NTR
- 9.4 Good Neighbourhood Forum
NTR
- 9.5 Ouse and Derwent Drainage Board
NTR
- 9.6 Sportsfield
The existing committee are trying to get local residents to join a committee to help to revamp the play area.
- 9.7 York Environment Forum
DL advised that at a recent meeting the main issue was the future format of the forum and the possibility of a membership fee,
- 9.8 Alms Houses
NTR
- 9.9 The Meeting Room
There was a public meeting on 10Oct13 where 6 existing members resigned. This left 3 existing members who were joined by 3 newly elected members. These 6 would meet again shortly to formally elect the officers. More members were needed.
PB and FH are working through the requirements listed by the North Yorkshire Fire & Rescue Service following their visit on 29 August 2013.

10: TO REPORT ANY NEW CORRESPONDENCE RECEIVED BY THE COUNCIL:

- Julian Sturdy – Meeting Minutes 26Sep13
- North Yorkshire Fire & rescue Service – Financial Information

11: TO REPORT MATTERS RAISED BY MEMBERS:

11.1 Vacant HSBC premises

It was agreed that nothing could be done until a planning application was received.

11.2 City of York Council – HMO update

WC had emailed a parish map and he agreed to provide ten A3 paper copies. The Parish Council felt that CYC did not know about a lot of HMO's that existed and needed a more robust system. CYC had held meetings with local organisations to obtain information, but had failed to invite the Parish Council. When the Parish Council highlighted this oversight, meeting dates were offered, but no Councillor had been available.

12: TO DISCUSS MATTERS RAISED BY PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER:

12.1 Bookkeeping records for year ending 31Mar14 to date

The Parish Clerk circulated copies around Parish Councillors.

12.2 Internal Control Check(s)

The Parish Council conducted the Bank checks and found everything to be in order.

12.3 Internal Audit Report

FH reported on comments made by Internal Auditor and work done to resolve the issues of Meeting Room and Lengthsman.

12.4 Matters raised with/by Yorkshire Local councils Association (YLCA)
Following on from adopting the employment policies, FH has looked into Health & Safety policy. Although NALC recommend such a policy, the Health & Safety at Work Act 1974 and later supplemental regulations, state that employers with less than five employees, are exempt from the requirement to have a written policy. Therefore, as FH works from home, the Parish Council need not adopt a written policy.

12.5 To approve for payment the invoices as follows:

12.6.1	PKF Littlejohn	External Audit	£120.00	001524
12.6.2	Parish Clerk	Salary	£259.88	001526
12.6.3	Lengthsman	Work Done	£321.21	001527

Cheques 001522, 001523, 001525 cancelled

FH advised that the External Audit was now complete.

13: TO CONFIRM THE DATES OF THE FUTURE MEETINGS ON TUESDAYS AT 7.30 P.M. IN THE MEETING ROOM AS:

19 November 2013	17 December 2013	
21 January 2014	18 February 2014	18 March 2014
15 April 2014	20 May 2014	17 June 2014
15 July 2014	19 August 2014	16 September 2014
21 October 2014	18 November 2014	16 December 2014