

**Minutes of the Meeting of Heslington Parish Council**  
**held on Tuesday 17 April 2012 at The Meeting Room, Heslington**

Members Present      Cllr Mrs P Bramley   · Chairperson  
                                 Cllr R Bramley  
                                 Cllr C Cadman  
                                 Cllr P Hall  
                                 Cllr Lady D Lawton  
                                 Cllr B McClean  
                                 Cllr Mrs Z Richards  
                                 Cllr J Stern  
                                 Cllr Mrs J Visick

In Attendance        Fiona Hill   · Locum Parish Clerk  
                                 CYC Ward Cllr David Levene

Public Present        3

The Chairperson opened the meeting and welcomed the new Parish Councillor Mrs Joan Visick  
Mrs Joan Visick signed the Declaration of Acceptance of Office and joined the Parish Council

102    Apologies and Declarations

No Apologies, No Declarations

103    Public Session

Rev. Johannes Nobel introduced himself to the Parish Council and the Parish Council welcomed him to the Parish.

104    Minutes of the Last Meeting

The minutes of the meetings held on 20 March 2012 were accepted as a true and accurate record of the meeting.

105    Matters Arising/Action List

Campus 3/Heslington East   · The Parish Council asked the Parish Clerk to chase up a response to the email sent about the density of HMOs. The Parish Council wanted to know how this was quantified and if a planning application would be received in each case.

Cllr Mrs Bramley reported that the Parish Clerk could not find evidence of the Standard Letter, which was usually sent to CYC with York University planning application listing such things as working hours. She asked Parish Councillors to assist with rewording this for future use.

Cllr Lady Lawton reported that the Parish Council replies for applications 12/00492 and 12/00904, were not shown on the website. The Parish Clerk was asked to investigate if the replies had been received.

Action Plan · Attachment 1

106 Planning

Applications for Consideration

None

Applications Approved

None

Applications Withdrawn/Refused

None

107 For Discussion

- a) Highway Matters · Cllr Levene reported -
- ( i) that the petition against the proposed road changes to University Road/Field Lane had been received by CYC. There was not enough evidence to support any change at this time and the matter had not progressed recently
  - ( ii) there are various areas of verge along School Lane, which has been damaged by cars driving across them
  - ( iii) CYC had confirmed the single yellow lines along Low Lane would be done soon
- b) Campus 3 / Heslington East - At the last Heslington East Community Forum, one of the proposals was the creation of additional parking spaces to serve occupants of the catalyst building. The application is yet to be validated, but the number should be 12/01242/REMM. The Parish Council await the arrival of the planning application pack
- c) Elvington · Cllr Mrs Bramley reported that she had received a personal update letter from CYC .The information she passed on to the Parish Council was that CYC had now served summons re the noise abatement order on the Elvington companies and their Company Secretary. The case is

listed for preliminary hearing at York Magistrates Court on 3<sup>rd</sup> May 2012. Re other noise abatement matters – a further oral application for permission to appeal has now been lodged with the Court of Appeal

d) Meeting Room Maintenance – Nothing to report

e) Fly-posting/Banners/Planters/Litter bins around village † Cllr Stern and the Parish Clerk had both contacted Rachel Stewart, CYC. She had visited the parish, but the Parish Council were disappointed by the progress made. The Parish Council asked Cllr Levene to see what he could do and the Parish Clerk was asked to write a letter to CYC expressing their disappointment.

f) Code of Conduct † The Parish Clerk reported that she could not find evidence of the regarding the adoption of the Code of Conduct, so she advised the following † *The Model Code of Conduct 2001 was applied automatically on 05 May 2002 to all Parish Councils that failed to adopt a Code of Conduct by that date. The revised Model Code of Conduct 2007 was issued on 04 April 2007 and came into force on 01 October 2007 for parish Councils that failed to adopt a Code of Conduct by that date. When Members sign the Declaration of Acceptance of Office they undertake to observe the Code of Conduct, but the Parish Council as a body should resolve to adopt the latest version. Paragraph 12( 2) is optional and in a nutshell, this gives Parish Councillors with a prejudicial interest the same rights as members of the public, so are not asked to leave the meeting, only asked to move to the public gallery.* The Parish Clerk recommended that the Parish Council adopted the revised Model Code of Conduct 2007 including paragraph 12 ( 2) . This was unanimously agreed, Proposed: Cllr McClean, Seconded: Cllr Mrs Bramley

g) Section 137 Expenditure: Limit for 2012/2013 † The Parish Clerk reported that *the Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137 of the Local Government Act 1972 for 2012-2013 is £6.80. This is the amount that results from increasing the amount for 2011-2012 (£6.44) by the percentage increase in the Retail Prices Index between Sep. 2010 and Sep. 2011 ( of 5.6%) in accordance with Section 12B to the 1972 Act.*

h) Local Government Boundary Review † Andrew Flecknor, CYC has sent the Parish Council a copy of the presentation to Parish Councils in early March, which this Parish Council had not received an invitation to, perhaps due to the transition period between Parish Clerks. He advised † *Once the Local Government Boundary Commission for England formally starts the Further Electoral Review for York as well as the City Council. The review was triggered by Fulford Ward saving very low elector representation for the Councilor, it has about 35% less electors than the amount agreed in the 2000 Periodic Boundary Review. This review will look at the number of ward councilors for the City Council and the re-draw the ward boundaries accordingly. Currently, the LG BCE is considering what the best number of City Councillors will be, it may stay the same, it may increase or it may decrease. Once they decide they will start a public consultation.* He offered to come to a Parish

Council Meeting and the Parish Clerk was asked to write and invite him to the next meeting.

i) Empowerment of Town/Parish Councils ( Sustainable Communities Act) - The Parish Clerk had written to YLCA and they has advised *YLCA is aware of the Early Day Motion regarding the requirement for planning applications to consult with local councils on large or major planning applications. We are in the process of putting together a briefing to be sent to all member councils this week and thus you will receive this automatically in due course.* The Parish Council agreed to wait for this advice.

For Information,

The Parish Council had received a letter from Dorothy and Ifan Williams regarding the renaming of part of Main Street, Heslington. The Parish Clerk was asked to acknowledge receipt of the letter and advise that this was a matter for CYC

CYC had written ( 09Apr12) regarding Planning Application Consultations with Parish Councils and Planning Panels. It is proposed that from 01 July 2012 smaller scale applications will be issued electronically, whilst larger applications will be provided as paper copies. However, eventually the aim is for all planning to be electronic. The Parish Council asked the Parish Clerk to write and point out the York University applications were usually very large and the Parish Council does not have facilities to deal with electronic applications. The Parish Council also asked Cllr Levene to liase with CYC.

YLCA had circulated details of Parish Representation to the CYC Standards Committee and if a Parish Councillor was interested, they should speak to the Parish Clerk.

YLCA had circulated details of the Recruitment of two co-opted independent members of the North Yorkshire Police and Crime Panel and if a Parish Councillor was interested, they should speak to the Parish Clerk.

Cllr Bramley raised the issue of large numbers of geese on the lakes at the York University. The Parish Clerk was asked to write to York University to ask what the Control Procedure was.

Cllr Mrs Bramley and the Parish Clerk would shortly be working through the Archive Filing Cabinet, which is located in the Store Room of The Meeting Room. They will report back, as necessary, at future meetings. The Chairperson reminded the meeting that most documents were available to the Press and Public and could be viewed at a mutually convenient time at The Meeting Room.

108 Finance

The Parish Clerk had been unable to produce a financial report as she was struggling to obtain bank statements from Yorkshire Bank, but she would issue one as soon as possible.

The following cheques for signing:- None

109 Income

The Parish Clerk reported that Yorkshire Bank had agreed to refund the bank charged totaling £70.00 for this financial year.

110 Police Report

No report. The Parish Clerk would attempt to make contact with the local police man and invite him to the meetings.

111 Representatives Reports

a) Good Neighbors Group

Cllr Levene reported that the issues of Grass Cutting along Heslington Lane and the Shuttle Bus using the wrong route were raised at the last meeting. Cllr Hall would attend the next two meetings on 19 and 23 April 2012 and would raise the issues of noise at the Big D/Little D and Woodstock events and the distribution of leaflets.

112 Ward Councilors Report

Cllr Levene reported :

- He has visited Heslington Pre-school, who are struggling financially and looking into fund-raising
- There is an issue with travelers horses off Field Lane opposite Low Mill Close
- There is an issue with advertising periods with properties in Low Mill Close
- He has hopefully arranged resurfacing to be done on the road leading to Outgang, where standing water causes a hazard. He felt that CYC would be reluctant to introduce parking restrictions.

113 Clerks Report

The Year End for 2011-2012 was 31 March 2012, so I am working through the procedures that are required to complete the Annual returns for:

Mazars External Auditor appointed by the Audit Commission

HMRC VAT and PAYE

I have drafted an agenda for the Annual Meeting of the Parish Council, which includes all the topics

which should be reviewed annually. I have prepared a publicity notice for the Annual Parish meeting.

114 Agenda Items for Next Meeting

Fly-tipping heaps in gateways along Low Lane

115 Date of Next Meeting Tuesday 15<sup>th</sup> May 2012

116 Closed Session Parish Council Employees

Members of the Public and Press were now asked to leave the meeting

The meeting was closed at 9.30 p.m.

Signature: *Pauline Bramley*

Date: *15 May 2012*

**Matters Arising/Action List**

**from Parish Council Meeting dated 20 March 2012**

**Done:**

Campus 3/HMO Survey	-	Response emailed	
Andrew Collingwood	-	Letter of thanks sent	
Rev Johanne Nobel	-	Letter of welcome sent	
103			
Contact Details/Key Holders	-	Details on notice board	
Yorkshire Bank	-	Requested refund of bank charges	
109			
Barclays bank	-	Requested Parish Council account details	
Lloyds Bank	-	Requested Parish Council account details	
Natwest Bank	-	Requested Parish Council account details	*

**To Do:**

Thank you – Joanne Bradley

\* The Natwest bank had sent details of their accounts suitable for Parish Councils