

HESLINGTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE MEETING ROOM ON TUESDAY 15 APRIL 2014 AT 7.30 P.M.

MEMBERS PRESENT:

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

IN ATTENDANCE:

Fiona Hill (FH) – Parish Clerk
Sarah Tester (ST), Community Collections & Outreach Archivist, CYC

MEMBERS OF PUBLIC PRESENT:

Three

Public Session

~ A resident had been in touch with Georgina Willsdon, CYC who had agreed that a bollards could be installed on the verge. He supplied the parish council with the reasons he had given and a map of suggested sites.

~ The pumping station at the mini roundabout was in a poor state and the control room door was flimsy. FH was asked to write to Yorkshire Water asking them to rectify this.

~ A resident asked about street naming procedure, so FH would contact CYC to research this.

1: TO ACCEPT APOLOGIES FOR ABSENCE:

Ward Cllr D Levene (WC)

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

PB, RB and ZR – section 4.5
DL - section 9.9

3: TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 18 MARCH 2014:

The Minutes for this meeting, along with the Minutes for the meeting held in February 2014, were unanimously approved.

4: TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

4.1 Village Signs/Holmefield Lane Signs

Not yet received a response to letter sent

4.2 Cycle track along University Road
NTR

4.3 City of York Local Plan/Neighbourhood Planning

Local Plan PB reported that some information has come out on the CYC website. The boundaries for Whinthorpe have been changed. Goes before Cabinet on 23Apr14, then will come out for public consultation..

Neighbourhood Plan AC/BM had done a lot of research. The first step was the boundary, which was subject to a consultation. It was felt that it should be the same boundary as the VDS - the parish including the conservation area, but not the university. The Village Trust had invited a speaker from CYC to their AGM. Further reports would follow in due course, but think it may be worth waiting for the Local Plan.

- 4.4 Boundary Commission Review/CYC Community Governance Review
Boundary Review - FH had written as requested.
Governance Review - NTR
- 4.5 Dog Orders
NTR

5. TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:

- 5.1 Appearance of village/Severe Weather Issues
ZR would ask for the shrubs at the end of farm workers cottages to be cut back, which were encroaching well over the footpath. BM reported that the uneven footpath next to Church Field had been improved. Regrowth of suckers at base of trees in Main Street need pruning – ask for volunteers
Large Sycamore against the wall of Eden’s Court needs pruning back from Main Street- FH to write to Gordon Eastman ,York Uni.
- 5.2 Highway Matters
PB reported that CYC were repairing Field Lane footpath. PB had requested jetting afterwards, to ensure debris did not go back down drains.
- 5.3 University of York/HMO's
NTR
- 5.4 Elvington
NTR
- 5.5 Communication - Website/ Newsletter/Broadband
Newsletter - Next edition would be Spring
Broadband - CYC representative invited to next meeting
- 5.6 Yorkshire Marathon
NTR

6: TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC:

None

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 14/00582/FUL Electronics Dept

Letter B Unanimous

7.2 14/00633/REMM York University

Letter C Unanimous

The parish council supports the application to provide facilities for students at this campus, but would like to raise two concerns:

a) The university proposes wild flow meadows and native trees, but wild flower meadows will be useless if the grass is cut before the flowers have a chance to set seed.

b) No mention of maintaining flow of water to drainage streams, only concerned with flood risk.

7.3 14/00706/FUL Midgeley House, Spring Lane

Letter B Unanimous

- 8. TO RECEIVE PLANNING DECISIONS BY CITY OF YORK COUNCIL:**
- | | | | |
|-----|----------------|------------------------------|---------------|
| 8.1 | 13/03702/LHE | 35 Turners Croft | Permitted |
| 8.2 | 13/03754/FULM | York Sports Village | Permitted |
| 8.3 | 13/03808/LHE | 10 Low Mill Close | Permitted |
| 8.4 | 13/03886/FUL | 2 Granary Court | Withdrawn |
| 8.5 | 14/00397/DMNOT | Vanbrugh College | No Objections |
| 8.6 | 14/00568/TCA | Charles XII Inn, Main Street | No Objections |

9: TO RECEIVE REPORTS FROM REPRESENTATIVES OF FOLLOWING OUTSIDE BODIES:

- 9.1 Ward Cllr David Levene
Written report attached
- 9.2 North Yorkshire Police
NTR
- 9.3 Heslington East Community Forum
NTR
- 9.4 Good Neighbours Forum
The draft minutes from the meeting on Mon17Mar14 were circulated by email around Parish Councillors. The next meeting was planned for 29Sep14. *Draft minutes attached*
- 9.5 Ouse and Derwent Drainage Board
NTR
- 9.6 Sportsfield
NTR
- 9.7 York Environment Forum
A copy of the new Constitution is attached to these Minutes
- 9.8 Alms Houses
ZR advised that these would be painted this year
- 9.9 The Meeting Room
The committee had met again last week. PAT testing was to be researched. A 7-Day timer would be purchased. FH was asked to research the reclaiming of VAT. Photos would be taken for the website. Ownership of the driveway would be researched as it was in need of resurfacing.

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

- 10.1 CYC Libraries & Archives - York: Gateway to History
ST spoke at length about this project and working with community groups to preserve important documents.
Julian Sturdy had written expressing his disappointment at the lack of information from CYC regarding the local plan consultation. He enclosed posters for his forthcoming surgeries.
CYC had sent notices for the European Parliamentary Elections on 22 May 2014
Heslington Church had written asking for a grant towards the cost of the Flower Festival on 5-7 Sep 14. This item would be placed on the agenda for the next meeting.
The Parish Council had received a request for an additional litter bin along Main Street. This item would be placed on the agenda for the next meeting.

11: TO REPORT MATTERS RAISED BY MEMBERS:

None

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 Payment Controls and found everything to be in order.

12.3 Matters raised with/by Yorkshire Local councils Association (YLCA)

FH had circulated by email the White Rose Update (Apr14) Branch meet – 5th

June

12.4 To approve for payment the invoices as follows:

12.4.1	Parish Clerk	Salary	£256.62	001542
12.4.2	Lengthsman	Work Done	£321.21	001543
12.4.3	YLCA	Subscription	£409.00	001544
12.4.4	York Env Forum	Subscription	£10.00	001545

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

20 May 2014

17 June 2014

15 July 2014

19 August 2014

16 September 2014

21 October 2014

18 November 2014

16 December 2014

Ward Councillor's Report – Heslington Parish Council, 15th April 2014

Planning officers have confirmed after a site visit that the extension is less than 3 metres deep and so does not require planning permission or consultation with neighbours.

They have also confirmed that the works at the University opposite the Golf Course is the construction of a football pitch, covered by planning permission 05/00983/FULM: *Erection of temporary indoor sports hall, permanent all-weather football pitch, single storey extension to equipment store in main building.* I did ask whether work had to be started within a certain time period of planning permission being granted – I was told this is the case but commencement of development can refer to just one aspect if the permission is for more than one thing, and in this case the sports hall was constructed within the time period.

Public realm officers have confirmed that CYC have never collected the bin at The Outgang and there is not the capacity in the collection round to start doing so. There are medium-term plans to free up capacity on the rounds using solar compactor bins in appropriate locations (not The Outgang) and I have asked if when this happens the round can be extended to this location, as clearly this needs a solution, but obviously no promises can be made at this stage. In the meantime, could somebody enquire as to whether the contractors the University use to empty their dog bins could empty this one as well?

In terms of the verge outside The Lodge, tree officers have said they can look at planting a tree at the end of the summer. At that time they will scan for underground services, so at this stage they cannot guarantee they will be able to plant, but they suspect that this might be an issue. Funding (almost certainly external) would have to be found – the standard price for supplying, planting and guarding a tree is roughly £160-180. Alternatively, highways officers have said they would be willing to install bollards if external funding can be found, though as I've previously reported these are expensive: roughly £400-500 for a pair. They also clarified that The Lodge has no legal responsibility for the verge, even if they pay to repair it.

It has been confirmed there are no plans for Tour de France camping in or around Heslington.

The latest stage of the Local Plan has just been released and it has been determined that the changes are substantive enough to warrant another consultation. I have not yet had a chance to go through the latest documents in detail, but at a glance, while no doubt there are still issues, there are some improvements: Whinthorpe's proposed boundaries have been revised, reducing the total area to be developed and moving development away from the Tilmire SSSI, the ringroad, and flood plain. Once again I will be encouraging residents to reply to the consultation setting out their views.

The Constitution of York Environment Forum

1. The name of the group is York Environment Forum

2. Objects

- To advise, influence and comment on policies and strategic issues that affect the natural and built environment in the York Local Authority Area
- Scrutinise and monitor the implementation of the York Local Plan as it affects the environment
- To encourage and then support community initiatives to establish resilience and sustainability
- To provide an opportunity for information exchange between members and to disseminate information back into constituent groups.

3. Powers

The Forum shall have the following powers, which may be exercised only in promoting the Objects:

- To raise and hold funds
- To work with other groups
- To promote the work of the Forum and its activities
- To hire or buy equipment or premises
- To employ paid and unpaid staff, volunteers and advisers
- To do any other activity within the law which allows the group to meet its Objects
- To set up such sub-groups as and when is deemed necessary to further the objects of the Forum
- Participate in consultations with City of York Council in accordance with the Statement of Community Involvement adopted by City of York Council on 14th December 2007
- To represent York Environment Forum on the Environment Partnership Board (Chair & Deputy Chair + one observer)

4. Membership

- Membership of the York Environment Forum shall be open to:
 - i. Individuals over the age of 18 who are interested in furthering the Objects of the Forum and who have paid any annual subscription applicable;

- ii. Any body, corporate or unincorporated association, which is interested in furthering the Objects of the Forum and has paid any annual subscription applicable;
- iii. Individuals under the age of 18 years who are interested in furthering the Objects of the Forum and have paid any annual subscription applicable
- Every member shall have one vote except for those members under the age of 18 years.
- Each member organisation shall nominate an individual to represent it and to vote on its behalf at meetings of the Forum; and may nominate an alternate to replace its appointed representative at any meeting of the Forum if the appointed representative is unable to attend.
- The group will keep an up-to-date list of members. Membership will be renewable and Members will pay a subscription fee which will be decided at the Annual General Meeting (AGM).
- There will be a membership form that every new member will fill in confirming their support for the work of the Forum.
- ***The Management Committee may remove a person's membership if they believe it is in the best interests of the group. The member has the right to be heard by the Management Committee before the decision is made and can be accompanied by a friend.***

5. General Meetings

- The Forum will hold an AGM every year, to discuss the activities and management of the group.
- Annual accounts will be presented at the AGM.
- Voting by members shall be open and decided by simple majority.
- Extraordinary General Meetings (EGM) can be called to discuss urgent matters. 10% of the Forum members need to request an EGM for it to take place.
- Notice of General Meetings, EGMs and the AGM will be given to members in advance, at least 21 days before the meeting is to be held.
- Meetings will be held regularly and at the discretion of the Management Committee
- Minutes will be taken at all meetings and be distributed to the membership after the meetings.
- Observers can attend meetings in a non-voting capacity at the discretion of the Management Committee.

- One observer from each political group represented on City of York Council is permitted.

6. Management Committee

- The Management Committee is the body responsible for the management of the group, and shall meet as required but not less than three times a year.
- The Committee will be appointed by the Forum at an AGM or EGM. It will consist of the following members: Chair, Deputy Chair, Treasurer, Membership Secretary, Minute Secretary and Administrator.
- At least three Management Committee members must be present for a Management Committee meeting to take place. Meetings will take place when needed.
- The Committee may co-opt additional committee members as may from time to time be necessary to further the Objects of the Forum.
- Committee member can step down at any General meeting if they give at least 21 days notice that they intend to leave.

7. Finances

- Money and property must only be used for the group's purposes, as detailed in part 2 of this constitution
- This does not prevent the payment in good faith by the group of out-of-pocket expenses reasonably and properly incurred on behalf of the group if, and only if, required to volunteers, employees, and members of the group.
- The group will have a bank account in the name of York Environment Forum.
- The account will have a minimum of two signatories (one to be Treasurer), and these two people must not be related or living together.

8. Amendments to the Constitution

- Changes can be put forward for consideration at the AGM or at an EGM, after 21 days' notice
- Changes can be voted for by a simple majority of those attending the meeting plus those voting by post or email
- The Committee would not accept proposed changes which would fundamentally alter the objects of the Forum as defined in **Section 2** above

9. Dissolution

If the group decides to close, a meeting will be called;

- Members will be given 21 days' notice of the meeting and will be informed of the intention to close at the same time.
- A majority vote in favour of dissolution is needed.
- In the event of dissolution, members of the Management Committee shall be responsible for the winding up of the affairs of the group. After payment of all debts and liabilities, the group shall transfer all remaining assets to another local voluntary, community or other like-minded group with similar objects.

10. Adoption of the constitution

This constitution was adopted by the members present at the meeting held on 11 February 2014

Date:.....

Name:..... Signed.....

Name:..... Signed.....

Name:..... Signed.....

Name:..... Signed.....