

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM, MAIN STREET  
ON TUESDAY 18 AUGUST 2015 AT 7.30PM

**Councillors Present:** Pauline Bramley (PB) Richard Bramley (rB)  
Peter Hall (PH) Lady Dorothy Lawton (DL)  
Bill McClean (BM) Zena Richards (ZR)

**In Attendance:** Fiona Hill (FH) - Parish Clerk  
CYC Ward Cllr K Aspden (KA)

**Public Present:** 1

**Public Session - None**

**16/38 To accept apologies for absence:**  
Parish Councillor David Blacketer (DB)  
CYC Ward Cllr H Shepherd (HS)

**16/39 To record declarations of interest in items on the agenda:**  
4.3 - PB, RB, ZR  
5.3 - PB, RB, ZR  
7.1 - BM  
7.4 - BM  
9.6 - BM  
9.9 - DL

**16/40 To confirm the minutes of the Parish Council Meetings held on Saturday 23 May 2015  
Tuesday 16 June 2015 and Tuesday 21 July 2015:**  
The Minutes were signed by the Chairperson.

**16/41 To discuss matters arising from previous minutes:**  
1. Village Signs  
NTR  
2. Cycle track along University Road  
KA reported on University Road as follows:  
There will be a site visit on the 14Sep15 and residents will of course also have the opportunity to make representations at the Executive decision session on the 10Sep15.  
The proposed actions are as follows:  
It was recognised that the new cycle path had low usage and so there was a need to highlight the status of the path to encourage greater use.  
The measures agreed are -  
- Cycle and pedestrian symbols at each potential access point onto the new path plus repeater symbols on long stretches with no accesses to act as a reminder and to be visible from the carriageway and the opposite side of the road.  
- Shared use signing at each end of the route and at the access points.  
- Triangular warning signs for drivers approaching the route from side roads.  
- Some repositioning of signs at the Innovation Way / University Road end of the scheme

**For the Crossing scheme, the following was proposed -**

- Two additional sets of speed cushions to be provided to achieve better compliance with the 20mph limit.

- Provision of a central refuge area on the speed table to help students cross University Road in two stages if necessary and to stop them being stranded in the centre of the carriageway.

The signing and lining has been ordered and should be installed by early to mid September.

Additional speed cushions and refuge are to be considered by the Executive Member at the 10th September Decision Session. If they are approved they will be implemented shortly thereafter.

The PC have concerns over these proposals and the lack of consultation and asked for a site meet before the 10<sup>th</sup> – KA to arrange

**3. City of York Local Plan**

KA reported that there was work to be done on a new strategy, so consequently it will take longer, which results in unsurety for parishioners and developers.

**4. Neighbourhood Planning**

Halifax Estates had emailed FH asking for the current position and it was agreed the Parish Council would respond as follows: "I can confirm that the Neighbourhood Plan is very much in draft form and Halifax Estates, along with all residents/land owners will be consulted with, as the Parish Council would seek to have a working relationship with all interested parties".

Jon Meacock, had emailed "As things stand at the moment the University would not agree to a Neighbourhood Plan boundary that incorporates any land under our control or included within our Local Plan representations

Following discussion on a way forward, Keith made the suggestion that the PC could write to CYC explaining that the University would not agree with the boundary unless we exclude Low Lane - in our view an unreasonable request. We should put forward our reasons for the chosen boundary and let CYC decide if we could progress on that basis.

**5. Article 4 (2) Direction**

FH was asked to chase this up again.

**6. CYC Community Governance Review**

Andrew Flecknor, CYC was due to attend the Sep15 meeting to discuss this matter.

**16/42**

**To Discuss, if necessary, long-standing matter:**

1. Appearance of village

NTR

2. Rights of way

NTR

4. SSSI - Dog Orders

NTR

5. Highway Matters

The decision on yellow lines on Heslington Lane will be taken on 10 September at a Decision Session

6. Major Events - Yorkshire Marathon/Tour de Yorkshire

No information received yet

7. University of York

NTR

8. HMO's

NTR

9. Elvington

NTR

10. Communication - Website/Newsletter/Broadband/Notice board

Website - to be updated, work in progress

Newsletter - BM had prepared a draft

Broadband - NTR

Notice Board - now in place and excellent job. PB would send a letter of thanks to Jane Grenville and the University Estates team..Thanks to DB for liaising.

**16/43 To receive any matters raised by members of public:**

It was raised that the A64/A19 accident diversions worsen the problems along Heslington Road.

**16/44 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

1. 15/01400/FUL Heslington Sportsfield

Letter B Unanimous

2. 15/01534/FUL Sycamore Barn, Langwith Stray

Letter B

“no objections to this application, but are concerned that the neighbours privacy should not be compromised.” Unanimous

3. 15/01592/TCA Heslington Hall

Letter B Unanimous

4. 15/01600/FUL Fulford Golf Course

Letter B Unanimous

5. 15/01638/FUL Botland Farm, Main Street

Letter B Unanimous

**16/45 To report planning decisions by City of York Council:**

None

**16/46 To receive reports from representatives of following outside bodies:**

1. Ward Councillors

Ward Funding of about £10,000.00 is available and parish councils can apply for funding.

Ward Team meet West Offices 10<sup>th</sup> Sept

2. North Yorkshire Police

NTR

3. Heslington East Community Forum

NTR

4. Good Neighbours Forum

NTR

5. Ouse and Derwent Drainage Board

NTR

6. Sports Field

NTR

7. York Environment Forum

NTR

8. Alms Houses

NTR

9. The Meeting Room

9.1 Expenditure including new boiler

It was unanimously agreed that the expenditure should be delegated as shown on the form attached to these minutes.

9.2 Finger Post Sign

The details of the sign, to be ordered by PB, were agreed.

**16/47 To receive any new correspondence received by the council:**

1. Yorkshire Bank - Inactive Account

FH had received a letter advising that account 00115458 was now classed as inactive, but would remain open. The letter would be kept on file.

**16/48 To receive matters raised by members:**

None

**16/49 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**

1. Bookkeeping records for year ending 31 Mar 16 to date

The financial report was circulated around Cllrs

2. Internal Control Check(s)

The Parish Council conducted the monthly and quarterly internal control checks and found everything to be in order.

3. Internal Audit Report

Yorkshire Internal Audit Services have carried out the internal audit and there are no matters of concern. There were two matters raised:

- Payments, ensure the correct amounts are shown in the minutes

- Employment, ensure PAYE is paid promptly

4. Work Place Pensions

YLCA had advised as follows - " I think that we have gone as far as we can with the prospect of YLCA administering an affinity scheme for local councils. The risks are too high and it means us registering with the Financial Services Authority and we do not have the resources to run such a scheme. We had a meeting last week with a company that is hopefully going to run some sessions for us and he raised some interesting issues. I assume that you (personally) are going to inform the councils that you work for that you wish to opt in? I would assume that they are all remunerate you below the lower earnings threshold so do not have an automatic requirement to enrol you? I cannot recommend the company that we are speaking to but can give you details if you would like – they seem to specialised in smaller bodies".

FH had obtained a quote from Ardent UK, 80 Clifton, York, YO30 6BA, who would charge an administration fee of £295, to set up a scheme for the parish council.

This quote was unanimously accepted.

3. Matters raised with/by Yorkshire Local Councils Association (YLCA)

The newly drafted standing orders were adopted and signed.

4. To approve the following invoices for payment

4.1 Parish Clerk Salary	£265.61	001600
4.2 Lengthsman Salary	£256.97	001601
4.3 HMRC - PAYE	£589.97	001602
4.4 Parish Clerk Home Work Allowance	£46.80	001603
4.5 Yorkshire Internal Audit Services	£280.00	001604

16/50

To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

15 September 2015

20 October 2015

19 January 2016

19 April 2016

19 July 2016

18 October 2016

17 November 2015

16 February 2016

17 May 2016

16 August 2016

15 November 2016

15 December 2015

15 March 2016

21 June 2016

20 September 2016

20 December 2016

Approved ..... Chairman

Date.....

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**HESLINGTON VILLAGE MEETING ROOM EXPENDITURE**

Meeting Room Committee	Est Cost	Parish Council/Landlord	Est Cost	To be negotiated
Gas	£1,000	Building Insurance	£550	Any necessary large items of expenditure
Electricity	£150	Fire Certificate	£50	
Water Rates	£140	Annual Boiler Service	£65	
Business Rates	£160	Gas Certificate	£30	
Public Liability Insurance	£400	Outside Decoration	Not Known	
Cleaning and Cleaning Materials	£550	Outside Repairs	Not Known	
Gardening	£150	Building Fabric	Not Known	
Subscription Rural Action Yorkshire	£35			
Music Licence	£110			
Interior Decoration	Not Known			
Minor Interior Repairs	Not Known			
Committee Expenses	Not Known			
Small Items e.g. replacement kettle	Not Known			

Notes

In 2014/15 The Meeting Room paid £46 for new lampshades and bulbs, £115 for new lock and keys and £77 for leaflets

In 2013/14 The Meeting Room paid £290 for interior decorating and £111.50 for joinery

In 2012/13 The meeting Room paid £987 for the curtains in the Main Hall and £150 for interior decorating

I also recall that the Parish Council paid about £1000 for two extra radiators in the Main Hall

Approved .....

Chairman

Date.....