

## HESLINGTON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE MEETING ROOM ON TUESDAY 19 FEBRUARY 2013 AT 7.30 P.M.

#### MEMBERS PRESENT:

Cllr Mrs P Bramley    Cllr R Bramley    Cllr P Hall    Cllr Lady D Lawton  
Cllr B Mclean    Cllr Mrs Z Richards    Cllr J Stern    Cllr Mrs J Visick

#### IN ATTENDANCE:

Fiona Hill – Parish Clerk  
Ward Cllr David Levene

#### MEMBERS OF PUBLIC PRESENT:

Four

**Code of Conduct** – The Parish Council adopted the NALC August final version as circulated by YLCA in December 2012.

**Public Session** – The Parish Council will, time permitting, adjourn the council meeting for a short time to allow for public comment and questions:

- Nothing raised, that was not already on the agenda

#### 1: TO ACCEPT APOLOGIES FOR ABSENCE:

Cllr C Cadman

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

None

#### 3: TO CONFIRM THE MINUTES OF THE MEETING HELD ON TUESDAY 15 JANUARY 2013:

The Minutes were accepted with one amendment, which was written in and initialled by the Chairperson.

#### 4: TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

4.1 CYC Electronic Planning  
NTR

4.2 Fly-posting/Banners/Planters/Litter Wheelie Bins around village  
Cllr Levene would look into this matter to see what progress had been made

4.3 Local Government Boundary Review

The Boundary Commission had written to advise that the 2013 Review had been postponed until 2018, due to the Electoral Registration and Administration Act 2013.

- 4.4 Proposed road changes University Road/Field Lane  
The Parish Council had received by email the drawings of Options One and Two. The Chairperson had received paper copies, which were bigger, so easier to read. The Parish Council understood that subject to confirmation of the venue the Open Meeting would be held on Monday 04 March 2013. The Parish Council asked the Parish Clerk to write immediately to CYC as follows – “The Parish Council are currently studying the consultation documentation, but they have asked me to write immediately to inform City of York Council that the half layby bus stops are completely unacceptable for reasons of safety, traffic flow, congestion, pollution. The Parish Council feels strongly that full layby bus stops should be installed”.
- 4.5 Tree pruning, Main Street, Heslington  
Cllrs Bramley and McClean confirmed that AM Castle had completed the work and had done a good job.
- 4.6 Recent Flooding in the Parish  
Suzanne Prance, CYC had recently emailed to advise:  
The gully at the bottom of Spring Lane on the east side, needs a new gully, so had been reported to Highways  
The drain had been reported as a slow runner at the top of Hall Park on the west side.  
A detailed location was required for the drain by the back of Heslington Hall.  
The blocked drain at the junction of Low Lane and School Lane has been cleaned and running OK.
- 4.7 Cycle track along University Road  
NTR
- 4.8 Village Signs  
The Parish Council agreed to support the idea of village name signs at the entrances to the village.  
Proposed: Cllr Hall    Seconded: Cllr McClean  
Four votes in favour    Two votes against    One abstention

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

- 5.1 Highway Matters  
The raised table at the traffic lights at Innovation Way/Field Lane junction had been patched and was less bumpy.  
Cllr McClean reported the chicane driving from Fulford, which had no prior warning signs and immediately after a 40MPH zone was dangerous. The Parish Council asked the Parish Clerk to write to CYC and ask for some additional warning well short of the chicane and suggest that the area is re-evaluated in light of recent accidents.  
Cllr Levene reported that the sponsored taxi signs had been removed, but it was thought to be the result of a planning consent from some years ago. If this could not be found, another application would be submitted.
- 5.2 University of York/Campus 3/Heslington East  
Cllr Levene was asked to investigate who is in charge regarding the regulation of the outlet from the main lake at University of York.
- 5.3 Elvington  
NTR

- 5.4 Heslington Village Website  
The Parish Council agreed to accept the offer from Paula Clements to keep the website up to date. She would be asked to input the agendas, minutes and newsletters. Further updates and training would be discussed in future.
- 5.5 Parish Newsletter  
Cllr McClean had drafted an edition for circulation and the Parish Council approved it after the addition of the road changes consultation meeting details.

**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 12/03814/ADV Market Square, Vanbrugh Way  
The Parish Council were very disappointed that after been granted an extension by the planning officer, the approval notice was granted, before that revised deadline, so the Parish Clerk was asked to write to the CYC Chief Executive giving full details of the events and asking for details of the complaints procedure.

7.2 13/00096/FUL Jack Lyons Concert Hall, University of York  
The Parish Council discussed this application and unanimously agreed to ask the Parish Clerk to write to CYC and advise that they had no objections.

**8: TO REPORT PLANNING DECISIONS BY CITY OF YORK COUNCIL:**

8.1	12/01487/NONMAT	Market Square, Vanbrough Way	Withdrawn
8.2	12/01082/ADV	University of York	Permitted
8.3	12/0178/TCNOT	1 Cherry Tree Cottages	No Objections
8.4	12/02256/ADV	Sports Village	Permitted
8.5	12/2306/FULM	Heslington East Athletics	Permitted
8.6	12/02383/TCA	Greenberry House	No Objections
8.7	12/02568/FUL	Helix House, Innovation Way	Permitted
8.8	12/02651/FUL	University of York	Permitted
8.9	12/02661/NONMAT	University of York	Permitted
8.10	12/02778/TCA	The Lodge Residential Home	No Objections
8.11	12/02957/FUL	University of York	Permitted
8.12	12/02990/FULM	University of York	Permitted
8.13	12/03001/NONMAT	University of York	Permitted
8.14	12/03098/TCA	School House, School Lane	No Objections
8.15	12/03197/FUL	12 School Lane	Refused
8.16	12/03488/TCA	3 The Orchard	Withdrawn
8.17	12/03488/TCA	Cherry Trees, 2 Hall Park	No Objections
8.18	12/03655/FUL	12 School Lane	Permitted

The Parish Clerk reported that it would appear decision notes were no longer sent out, but went immediately online, so she would check the CYC Planning portal weekly, to obtain updates and the decisions not previously reported, were shown above.

The Parish Clerk had noticed applications with the prefix AOD and Kevin O'Connell, CYC had advised "the prefix AOD stands for Approval of Details pursuant to a condition of a planning application such as details of cycle storage to be submitted to the council for approval.... The Council (CYC) does not normally consult on these applications because they are too minor to justify it". The Parish Clerk had replied asking "what is the criteria, for deciding what is too minor to justify consultation with the Parish Council, who are the first tier of local government?" A reply has yet to be received.

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

- 9.1 Ward Cllr David Levene  
He had nothing further to report on what he had said under relevant sections of the agenda.
- 9.2 North Yorkshire Police – Jon-Mark Buchanan  
NTR
- 9.3 Heslington East Community Forum  
NTR
- 9.4 Good Neighbourhood Forum  
NTR
- 9.5 Ouse and Derwent Drainage Board  
Cllr Bramley had reported the flooding of the lake at York University, which the board would look into
- 9.6 Sportsfield  
NTR
- 9.7 York Environment Forum  
NTR
- 9.8 Alms Houses  
NTR
- 9.9 The Meeting Room  
It was agreed that an update valuation for insurance purposes would be obtained.

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

- The Parish Council had received any email from some UCL Urban Studies students who are researching the Heslington East Campus development. The Parish Clerk had circulated this around Cllrs recommending that if the Parish Council wished to respond, they should do so in writing and if parishioners (which includes Parish Councillors responding personally) they must only give personal opinions and not imply they are speaking on behalf of the Parish Council. The Parish Council decided not to respond formally at this stage, but some Parish Councillors wished to become involved and had copies of parish council documents from original discussions, which they felt would be of interest to the students.
- The Parish Council noted the content of an email from CYC regarding the proposed upgrade of existing base station sites within the area including the site at The Outgang, Heslington.
- The Parish Council had received an email from the University of York Allotment Association who had been approached by Halifax Estates about the possible takeover of the Heslington allotments at Low Lane end of village. The association wondered if there was a need for the Parish Council to provide such plots and if the Parish Council was the best option to run these allotments. The parish Council had contacted YLCA to seek advice. The Parish Council discussed this matter and felt that as there was not waiting list and because of the inevitable maintenance costs it did not wish to take them on. The Parish Council asked the Parish Clerk to reply saying No Thank you to their suggestion.

**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 31Mar13 to date  
The Parish Clerk circulated copies around Parish Councillors.

12.2 Internal Control Check(s)

The Parish Council conducted the Asset Controls and found everything to be in order.

12.3 Internal Audit Report

The Parish Council does not hold a petty cash account. All payments are supported by documentation and are approved in the Minutes.

The Parish Clerk has a contract of employment and her salary is subject to HMRC payroll regulations. The Lengthsman has a contract, which is currently under review and he submits monthly invoices, which are paid gross.

Bank Reconciliations are carried out monthly and presented to the Parish Council meetings.

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

The Chairperson reported on the York Branch Meeting, which she attended along with Cllr Lawton on Thursday 07 February 2013.

12.5 Asset Register

The Parish Clerk had circulated a draft based on the NALC template, which the Parish Council felt was up to date. A copy would be kept on file.

12.6 To approve for payment the invoices as follows:

12.6.1 Parish Clerk	Salary	£256.62
12.6.2 David Murray	Work Done	£321.21

The Parish Clerk had prepared a draft notice for the parish grass cutting contract, which would be discussed at the next meeting.

The parish Clerk had prepared an updated draft contract for the lengthsman, which had been circulated around Cllrs for their comments.

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

19 March 2013

16 April 2013

16 July 2013

15 October 2013

21 May 2013

20 August 2013

19 November 2013

18 June 2013

17 September 2013

17 December 2013