

## HESLINGTON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE MEETING ROOM ON TUESDAY 17 JULY 2012 AT 7.30 P.M.

#### MEMBERS PRESENT:

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 – Parish Clerk  
Cllr David Levene – Ward Member

#### MEMBERS OF PUBLIC PRESENT:

Two

- 1: TO ACCEPT APOLOGIES FOR ABSENCE:**  
Cllr Mrs P Bramley – overseas
- 2: TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:**  
None
- 3: TO CONFIRM THE MINUTES OF THE MEETING HELD ON TUESDAY 19 JUNE 2012:**  
The Minutes were accepted without amendment
- 4: TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:**
  - 4.1 CYC Electronic Planning  
Cllr Levene reported that there would be a meeting at The Guild Hallm Friday 03 August 2012, 1000-1300 and Parish Councillors/Clerks were invited. Cllr McClean would attend, with Cllr Lawton in reserve.
  - 4.2 Fly-posting/Banners/Planters/Litter Wheelie Bins around village  
Cllr Levene advised that this was a slow process, but CYC were working hard to resolve this issue. HSBC HQ, London had written to the Parish Council advising that they were trying to resolve this issue.
  - 4.3 Local Government Boundary Review      and
  - 4.4 Empowerment of Town/Parish Councils  
NTR
  - 4.5 Control of geese around York University  
Gordon Eastman had now responded to the questions from the Parish Council, which the Parish Clerk had circulated. The Parish Council will keep a watching brief, but this issue could be removed from the agenda.
  - 4.6 Fly-tipping heaps in gateways along Low Lane  
The worst of heaps had been removed by CYC, only heaps on private land were remaining. CYC would allow the land owner free access to a tip to dispose of the rubbish. Cllr Bramley would advise the landowners.
  - 4.7 Proposed road changes University Road/Field Lane  
The consultation meeting would take place on 02 August and the report would be available about a week before.
  - 4.8 Tree pruning, Main Street, Heslington  
The trees in Main Street (South) had been pruned by CYC. The trees in Main Street (West) remain unpruned
  - 4.9 Boss Lane Flooding  
Cllr Lawton reported that Halifax Estates had agreed that something will be done, probably in the Autumn 2012.

- 4.10 Salt Bins  
The Parish Council will keep a watching brief on this issue
- 4.11 Cycle track along University Road  
Cllr Levene will chase this.

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

- 5.1 Highway Matters  
Cllr Levene reported that –
- CYC were monitoring the holes in the road along Main Street
  - the resurfacing of The Outgang had not yet received final approval but he hoped that it would be approved next month.
  - CYC will cut back overgrown foliage along The Outgang
  - CYC survey regarding Common Road/Low Lane will be published next month.
- Cllr McClean reported that Open Reach had dug up the verge outside his house and had not repaired it properly, so the Parish Clerk would write to them and ask them to repair it.
- 5.2 University of York/Campus 3/Heslington East  
There had been no meetings recently but Catherine Atkinson was trying to arrange one for September. The CYC report on the trial parking arrangement on Badger Hill would be made public on 20 July 2012. Cllrs reported that vehicles were still parking on the service road, so Cllr Levene for pass on this information. Cllr McClean had received a copy of the University Parking survey and the Parish Council asked him to read it and forward comments to CYC via the Parish Clerk
- 5.3 Elvington  
NTR
- 5.4 Heslington Village Website  
Cllr McClean is continuing to keep it up to date.
- 5.5 Parish Newsletter  
The Summer 2012 edition was approved.  
Proposed: Cllr Lawton, Seconded: Cllr Stern, Unanimous  
The Parish Clerk would arrange printing and Cllr McClean would arrange delivery. The Parish Council thanked Cllr McClean for editing the Newsletter.

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

- It was agreed to trial a public session at the beginning of the meeting, to enable members of the public to raise issues and then leave, if they wished to do so. This section would remain, so members of the public could discuss matters included on the agenda
- The surface is very uneven along Tally Alley and the Parish Council are concerned this could be a fall hazard. The Parish Clerk was asked to contact CYC

**7: TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS:**

- 7.1 12/02256/ADV York Sports Village, Lakeside Way, Heslington  
Letter D – The Parish Council can see no reason to illuminate the signage

7.2 12/02268/LBC Heslington Hall, University of York  
Letter D - The Parish Council is of the view that the handrails erected several years ago to the top flight of steps are singularly inappropriate for a Grade 2 listed building, being neither historically accurate nor, taking a different approach, of a good contemporary design. The current proposals take a very different design approach to those described above, and the result is two very different handrail designs on the same flight of steps, neither of which have any architectural or design merit. The Parish Council takes the view that the University should take the opportunity to get rid of the existing handrails, and commission a design for them that is consistent for both the upper and lower flights of steps and that is worthy of the main entrance to Heslington Hall..

**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  
- the CYC LDF/Local Plan would have to be rewritten/re-submitted, as it does not conform to current planning guidelines
- 9.2 North Yorkshire Police – Jon-Mark Buchanan  
Had emailed his shift for the next 12 months, which showed he would be unable to attend any scheduled meetings, but he would continue to send regular reports. In addition, he did arrange Village Surgeries.
- 9.3 Yorkshire Local Councils Association  
NTR
- 9.4 Heslington East Community Forum  
NTR
- 9.5 Good Neighbourhood Forum  
NTR
- 9.6 Ouse and Derwent Drainage Board  
Cllr Bramley advised that the Clerk to the Board had offered to come and talk to the parish Council if required.
- 9.7 Sportsfield  
Cllr McClean advised that the pavilion was nearly finished
- 9.8 York Environment Forum  
NTR
- 9.9 Alms Houses  
NTR
- 9.10 Elvington  
NTR
- 9.11 The Meeting Room  
Cllr Cadman advised that he had attended the A.G.M. and he circulated a copy of the accounts for year ending 31 March 2012. The committee hoped to be able to have the following work done – new curtains, new lamp shades and secondary glazing.

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

10.1 CYC Community Contracts

The Parish Clerk had received information about these and advised that whilst the principle sounds OK there are some issues which CYC needed to deal with.

- Strategic Cycle Network Review Summer 2012

It was agreed that Cllr Stern would read this and forward any comments to CYC via the Parish Clerk.

- Delivery and Innovation Fund

There is a Drop in session at The Guild Hall on Friday 03 August, 0900-1000

- Rural Services Network Online – weekly email news digest

The Parish Clerk received this and forwarded to Parish Councillors

- CYC Your Consortium Ltd

The Parish Clerk had circulated this email around Parish Councillors as a possible source of funding for community groups.

**11: TO REPORT MATTERS RAISED BY MEMBERS:**

- Cllr Bramley asked what progress had been made and what site had been agreed for the Diamond Jubilee forest. The Parish Clerk was asked to contact Gordon Eastman at the University.
- Cllr Lawton suggested a local working group to tidy the Rowan trees outside the alms house on Main Street West. This would be discussed at the next meeting.

**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 Clerk had circulated a template list of checks and statement of internal control, which would be used as a working document, with a final draft been agreed at the year end. Cllr McClean conducted the Income Controls and the Parish Council were satisfied with records presented by the parish Clerk/RFO.

12.3 Internal Audit Report

The Parish Clerk reported – “Yorkshire Internal Audit Services conducted an Internal Audit on 21 June 2012. They made several findings, which prevented them from agreeing the Statement of Assurance. However, they were satisfied that the majority of issues had been resolved with work done during this current year. They have written a report to the External Audit detailing the issues and how, if appropriate, they have been resolved. When the full report is received from the Internal Auditor, it will be detailed at a Parish Council Meeting”.

12.4 Road verge grass cutting contract

The Parish Clerk said this was “work in progress”

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

The Parish Council adopted the final version of the NALC Template Code of Conduct for Parish Councils

12.6 Asset Register

The Parish Clerk said this was “work in progress”

## 12.7 Quality Parish Council Scheme

The Parish Clerk reported – “The Quality Parish and Town Council Scheme was launched in 2003 following the Government's Rural White Paper, 2000. The aim of the Scheme is to provide benchmark minimum standards for parish and town councils. The Scheme is supported by six National Stakeholders, the Commission for Rural Communities, the Department for Communities and Local Government, the Department for the Environment, Food and Rural Affairs, the Local Government Association, the National Association of Local Councils and the Society of Local Council Clerks. The Department for the Environment, Food and Rural Affairs commissioned the University of Wales to review the Scheme in 2006 and their research helped the National Stakeholders to the Scheme to agree amendments that would help councils achieve ever higher levels of professionalism and help to cement their position as community leaders. As of 27 June 2008 the Scheme changed to better reflect the increased professionalism of councils. Now in order to achieve Quality Status, parish and town councils must demonstrate that they have reached the standard required by passing several tests. These are: Electoral Mandate, Qualifications of the clerk, Council meetings, Communication and Community Engagement, Annual Report, Accounts, Code of Conduct, Promoting local democracy and citizenship, Terms and conditions and Training. I believe that even if a Parish Council does not wish to seek Accreditation, they should strive to ensure they fulfil as many of the requirements as possible”.

The Parish Clerk had circulated the portfolio along with notes that notes (in blue) that advised the Parish Council currently does fulfil the requirements of the Electoral Mandate and Qualified Clerk. The Parish Clerk will look at the other tests and give regular updated and this topic will be reviewed annually at the Annual Meeting of the Parish Council.

## 12.8 To approve for payment the invoices as follows:

12.7.1	Parish Clerk	Salary	
12.7.2	Parish Clerk	Expenses	
12.7.3	Yorkshire Internal Audit Services	Internal Audit	£280.00
12.7.4	Peter Heald	Decorating Meeting Room	£1000.00

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

21 August 2012	18 September 2012	
16 October 2012	20 November 2012	18 December 2012