

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE SPORTS PAVILLION*
ON TUESDAY 18 OCTOBER 2016 AT 7.30PM

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
Richard Bramley (RB) Paula Clements (PC)
Peter Hall (PH)
Bill McClean (BM)

In Attendance: Fiona Hill (FH) - Parish Clerk
Nick Love, CAMRA

Public Present: 1

* The Meeting was advertised to be held in The Meeting Room as usual, but the key was mislaid, so the change of venue was agreed due to the extra-ordinary circumstances, to allow the meeting to go ahead.

Public Session - None

17/79 To accept apologies for absence:

Parish Councillors Lady Dorothy Lawton (DL) and Zena Richards (ZR)
CYC Ward Cllr Keith Aspden (KA)

17/80 To record declarations of interest in items on the agenda:

FH had circulated a copy of the 2012 Code of Conduct along with updated advise on this matter
Local Plan – PB, RB
Neighbourhood Plan – PB, RB
Sportsfield – BM

17/81 To confirm the minutes of the Parish Council Meeting held on Tuesday 20 September 2016:

The Minutes were approved/signed.

17/82 To discuss matters arising from previous minutes:

1. Village Signs
BM reported that the work was progressing
2. University Road/Cycle Track
NTR
3. City of York Local Plan
CYC were now collating all the submissions
4. Neighbourhood Planning
BM reported that David Duncan, University of York and responded by email –“We agreed that we would engage with you on the development of the Neighbourhood Plan”
5. Article 4 (2) Direction
BM would ask Nick Allen for an update

6. CYC Community Governance Review
NTR

7. Parish Council Vacancy

NTR

17/83 To Discuss, if necessary, long-standing matters:

1. Appearance of village

FH had emailed Harvey Lawson, CYC asking him for a site visit to discuss the trees along Main Street, but he was currently away.

1.1 Bench – Hesketh Almshouses

DB had applied for ward funding. FH had not received a response from the Lions.

1.2 Boss Lane – Removal of hedge

CYC had taken no action. Halifax Estates had requested a varied species hedge and the fence to be painted green.

1.3 Community Assets

Nick Love, CAMRA gave a comprehensive report into the procedure for Assets of Community Value (ACV) and what implications this has for the parish/owners. The Parish Council unanimously agreed to go ahead with an application to CYC for the Deramore Arms to become an ACV and CAMRA would provide template documentation.

2. Highway Matters – NTR

3. Major Events - Yorkshire Marathon – NTR

4. University of York - NTR

5. Communication-

- Website – NTR

- Newsletter – latest edition had been circulated

17/84 To receive any matters raised by members of public:

- The University of York Night Buses were still causing a problem with students loud voices waking parishioners between the hours of 0400-0600, so PB would email David Duncan.

17/85 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

The Parish Council discussed these planning applications and FH was asked to respond as follows:

1. 16/02029/FULM Heslington East

Letter C – Unanimous

The Parish Council discussed this application and they have no objections, subject to adequate restrictions to limited parking spaces.

2. 16/02182/FUL 3 Low Mill Close

Letter B – Unanimous

3. 16/02300/TCA 1 Woodyard Cottages

Letter C – Unanimous

The Parish Council discussed this application and they have no objections (Letter C). However, as the application is in a Conservation area, we request that the Conservation Officer after consultation, if required, with the Arboricultural Manager or his Department regarding the tree works, should be satisfied with the application.

17/86 To report planning decisions by City of York Council:
None

17/87 To receive reports from representatives of following outside bodies:

1. Ward Councillors

KA had sent a written report by email, which FH had circulated around Cllrs and is shown at the end of these Minutes.

2. North Yorkshire Police:

Report received, which FH had circulated around Cllrs and is shown at the end of these Minutes

3. Heslington East Community Forum

NTR

4. Good Neighbours Forum (Next Meeting Mon06Feb17)

PB had received the draft minutes of the meeting on 05Sep16, which she would circulate around Cllrs. University offered a flip chart to HPC – PB will collect

5. Ouse and Derwent Drainage Board

NTR

6. Sports Field

The committee were considering Ward funding for play area equipment

7. York Environment Forum

NTR

8. Alms Houses

NTR

9. The Meeting Room

NTR

10. Fulford & Heslington Ward Team Meeting

Future meeting dates 02Nov16 and 28Feb17

17/88 To receive any new correspondence received by the council:

- Email regarding proposed planning application the The Byre, Main Street

The Parish Council asked FH to respond as follows – “The Parish Council thank you for the courtesy and will now await the planning application consultation pack.

- Resident written to KA cc HPC re lack of parking provision for drop off/pick up planned for new school. PB would speak to KA to respond on this matter

PB would speak to PB about this matter

- Heslington Court parking issues

PB would speak to David Duncan, University of York

17/89 To receive matters raised by members:

- DB had circulated a York Press article about the proposed closure of BT phone boxes in the York area. Heslington was not on the list and FH had double checked this with KA, who had confirmed he was not aware of any plans to remove the phone box in Heslington.

17/90 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)

These were deferred until the next meeting

3. Internal Audit

FH reported that the Annual Return had been returned, without any issues/comments

3.1 Risk management

FH advised this was still WIP

3.2 Information Commissioner Office

FH had asked I.C.O. to clarify what protection a Parish Council get from registration and what risks there would be if not registered. I.C.O. had responded "The Data Protection Act 1998 requires every data controller (eg organisation) who is processing personal information to register with the ICO, unless they are exempt. Failure to register can result in a heavy fine". They provided a link <https://ico.org.uk/for-organisations/register/> FH investigated this and it asked two questions –

Do you use CCTV for the purpose of crime prevention?
Are you processing personal information?

"Processing" means doing any of the following with the information:

obtaining it, recording it, storing it, updating it, sharing it

"Personal information" means any detail about a living individual that can be used on its own, or with other data, to identify them.

FH advised that it was her believe that the answer to both questions was currently No, so the Parish Council does not have to register with the ICO, but this should be reviewed annually at the A.P.C.M. The Parish Council unanimously agreed this advice.

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

4.1 Protocol for allowing or not filming at meetings

FH had emailed YLCA to seek advice on this matter and dealing with members of the public in light of the problems experienced by another local Parish Council, which was reported in the local press. The advice received was that the Recording Policy had been updated, so this would be adopted at the next meeting.

4.2 Digital Transparency Fund

DB reported that at the meetings councils were urged to be more imaginative, than just computer and printers, when applying for funding. DB would research hearing loops.

4.3 NALC Subs 2017-2018

YLCA advised that this matter would be considered at the AGM on 20 October 2016 and the associations would write to all member councils after this meeting to advise them of any increase in the affiliation fees.

4.4 Reserves Policy

FH had circulated this around Cllrs and it would be discussed along with the budget/precept

5. Matters raised with City of York Council

5.1 Double Taxation

The claim form for 2016-2017 had been received and the deadline was 30Nov16. This would be submitted along with a query about what had happened with previous years claims.

5.2 Section 106

FH had contacted David Meigh, who had responded as follows – *"All this info can be found at <https://www.yorkopendata.org/> then put 106 in the search box. This detail what has been paid and what is due if planning applications are progressed by the developer. However, to save you looking through a very large spreadsheet I can confirm that we are holding money in the following areas:*

Heslington PC – None"

6. Work Place Pensions

NTR

7. To approve the following invoices for payment

7.1	Parish Clerk	Salary	£268.35	001666
7.2	Lengthsman	Salary	£312.00	001667
7.3	David Blacketer	Wheelbarrow repairs	£15.90	001668

7.4	York Print Company	Newsletter printing	£56.00	001669
7.5	PKF Littlejohn LLP	External Audit	£120.00	001670
7.6	Urban Vision	NP Consultancy	£1962.60	001671
7.7	HMRC	PAYE	£671.40	001672
7.8	Bill McClean	Planter Plants	£11.10	001673

17/91 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

15 November 2016	20 December 2016	
17 January 2017	21 February 2017	21 March 2017
18 April 2017	16 May 2017	20 June 2017
18 July 2017	15 August 2017	19 September 2017
17 October 2017	21 November 2017	19 December 2017

Report received from CYC Ward Cllr K Aspden

Local Plan

The first stage of consultation on the new draft Local Plan is complete, and Council officers are in the process of examining the approximately 2,000 responses. The rough timetable is for reports to Councillors in December, followed by further consultation before a submission to the Planning Inspectorate.

A key site for our area is of course the proposed development previously known as Whinthorpe. As you know, the proposal from the Council saw the site reduced in size and scale and moved away from Heslington village. As part of the consultation, developers as well as residents have the opportunity to make comments on the proposals and suggest amendments. I understand that developers have submitted a response for this site with their preferred revisions. More details will become available once Council officers have completed the job of gathering together the comments made in the consultation and formulating their own responses to these.

In the meantime I think it's important to bear in mind that any 'counter-submissions' represent the views and interests of developers and not the Council, and officers are not yet ready to make any recommendations – so a decision on further consultation etc by City of York Councillors is still some way off.

As you know, the fundamental priority for the joint administration continues to be to establish a solid evidence base for the Local Plan, to reduce the scale of green belt development, and to protect the setting and character of York.

ACV status

I promised I would ask some questions of Council planning officers, particularly in relation to The Deramore. They have confirmed that securing ACV status for a pub has the effect of removing permitted development rights from the pub for a period of 5 years. During this period, the owners would need to apply for planning permission in order to change the use of the building – so in order to bring about a change of use from a pub to a shop or restaurant, for example. For discussion!

NatWest, Main Street

Jeffrey Stern passed on to me a copy of a letter from Styles & Wood, the Natwest contractor for the ATM reinstatement works, informing Heslington residents that work was to start from Saturday 15th October. He highlighted the unusual hours of 5pm-11pm, which I have raised with Styles & Wood. I have so far been disappointed by their unresponsiveness and would be interested to know if anyone else has communicated with them successfully.

Ward Committee

Do please encourage funding applications from any local groups you know of that could benefit from support. Your Parish Council ward team representatives will have been invited to the next ward team meeting on the afternoon of the 2nd of November, when we will be taking a look at the latest applications

Ongoing issues

Issues reported to me recently include:

- Dog fouling near the Sportsfield and on the Outgang
- Taxis parking on Main Street with engines idling
- Early morning goods deliveries causing disruption.

Report received from PCSO5557 Tony Barge, North Yorkshire Police

Cover period 14th September – 10th October 2016

Anti Social Behaviour - No ASB reported

Crimes: 18th September report of damage to an address in the village, window broken

Roads: 3 x Minor incidents reported

MISC. 2 x Suspicious Circumstances, nothing of note.

University Crimes: 5 x Crime "Thefts"

2 x Crime "Sexual"

1 x Crime "Burglary"

1 x Crime "Violence"

The Pensions Regulator – Duties Checker

Heslington Parish Council is an employer who has to provide a pension.

Their Staging Date is 01 July 2017

What you need to do and by when:

1. Confirm who to contact – Done

FH has exchanged emails with The Pensions Regulator to advise them that both the Primary Contact and the Secondary Contact is Fiona Hill.

2. Choose a pension scheme – Done

The Parish Council have enrolled with Now Pensions Trustees Ltd, 164 Bishopsgate, London, EC2M 4LX with assistance from Ardent IFA Ltd, 80 Clifton, York, YO30 6BA. Tel: 01904 655330. Email: hello@ardentuk.com

Type of pension scheme:	Occupational
Employer pension scheme reference (EPSR)	35LZ
Pension scheme registry number (PSR)	12005124

3. Work out who to put into a pension – To Do

This must be done on the Staging Date

4. Write to your staff – To Do

This must be done within six weeks after the Staging Date

5. Declare your compliance – To Do

This must be done within five months after the Staging Date.