

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 18 JULY 2017 AT 7.30PM**

Councillors Present: David Blacketer (DB) Paula Clements (PC)
Lady Dorothy Lawton (DL) Zena Richards (ZR)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 2

Public Session: The fencing had fallen down at The Elms. PB had reported it via the CYC website and a resident would email KA

18/28 To accept apologies for absence:
Parish Cllrs Pauline Bramley (PB), Richard Bramley (RB) Peter Hall (PH) and Jeffrey Stern (JS)
Keith Aspden (KA) – CYC Ward Cllr

18/29 To record declarations of interest in items on the agenda:
Local Plan – ZR
Neighbourhood Plan – ZR
Meeting Room - DL

18/30 To confirm the minutes of the Parish Council Meeting held on Tuesday 20 June 2017:
The Minutes were approved.

18/31 To consider any applications received for the vacancy on the Parish Council:
None received

18/32 To discuss matters arising from previous minutes:
None

18/33 To Discuss, if necessary, long-standing matters:
1. Appearance of village
1.1 Trees along Main Street – NTR
1.2 Main Street Footpath –
KA has requested quotes from CYC for repairing the worst parts
1.3 Village Signs – NTR
1.3 Grass Verge outside The Lodge Residential Home - NTR
1.4 Dog Bin – Low Lane – Awaiting CYC
2. Highway Matters
2.1 University Road/Cycle Track – NTR
3. City of York Council
3.1 Local Plan – NTR
3.2 Article 4 (2) Direction –
FH would ask Nick Allen to develop a case for CYC to consider Ward Funding

Proposed DB, Seconded DL, Unanimous

3.3 CYC Community Governance Review –

Andrew Flecknor advised that the Legal Dept were drafting the order

3.4 Rights of Way –

DL was currently checking the definitive map.

4. University of York

4.1 Antisocial Behaviour

Students currently on holiday. Cllrs noted reports of antisocial behaviour at the Charles XII, which had been reported to KA

5. Neighbourhood Planning

DB gave a report on progress by the Working Group. The Parish Council unanimously agreed the actions as follows:

- The Working Party would agenda with the University the way forward from questionnaire, after releasing the surveys to the University.

- The Parish Profile would be uploaded to the website

- The Residents Survey, would be analysed to extract emerging themes before uploading to website

The Business Survey is currently in consultation.

6. Major Events - Yorkshire Marathon – NTR

7. Communication-

- Website –

The current website was current and update and the new website was currently WIP

- Newsletter –

The Parish Council thanked PH for his work on this and unanimously supported him to go ahead with coloured quote.

18/34 To receive any matters raised by members of public:

None

18/35 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. 17/01407ADV Vanbrugh College, Heslington West

No Objections, Unanimous

2. 17/01586/FULM Sports Centre, Heslington Lane

No objections, Unanimous

However, the Parish Council is disappointed that yet another temporary arrangement is being asked for and would like to re-enforce the need for correct lighting to reduce disruption to residents.

18/36 To report planning decisions by City of York Council:

1. 17/01089/FUL The Longhouse, Main Street Approval

18/37 To receive reports from representatives of following outside bodies:

1. Ward Councillors - NTR

2. North Yorkshire Police –

Report attached at the end of these minutes

3. Heslington East Community Forum - NTR

4. Good Neighbours Forum -

The University are intent on replacing the wooden fencing with plastic fencing.

5. Ouse and Derwent Drainage Board – NTR

6. Sports Field –

PC was unable to attend the last meeting. Ward funding had helped repair the climbing frame and surfacing.

7. York Environment Forum- NTR

8. Alms Houses - NTR

9. The Meeting Room

9.1 Hearing Loop

FH would obtain two dates when the company could visit to offer training on the hearing loop, which would be circulated around Cllrs

10. Fulford & Heslington Ward

10.1 Presentation on air quality

Cllrs noted content

18/38 To receive any new correspondence received by the council:

1. Deramore Arms – Car Park

The Parish Council had received an email from the new landlord who was unhappy with non-customers using the carpark. The Parish Council felt this had started whilst the pub was closed. FH was asked to reply to the landlord advising that as this was private land the Parish Council had no powers to act, but suggested he introduce signage and if this didn't work he could contact City of York Council and North Yorkshire Police.

18/39 To receive matters raised by members:

DL had emailed Cllrs about the new door on Croft Cottage. She had contacted the CYC Enforcement Officer. She had also spoken to the resident who advised it would be changed. At the next meeting the Parish Council would consider possible funding of Article 4 if Ward Funding was not available.

18/40 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for year ending 31 Mar 18 to date

FH circulated the bank reconciliation as at 10Jul17 and an income & expenditure report

2. Internal Control Checks

These were conducted and the report is on file

3. Internal/External Audit Report

The Annual Return had been submitted to Littlejohn LLP

4. Work Place Pensions

FH reported that the staging date (01Jul17) had passed and the Declaration of Compliance had been completed. The acknowledgement was received and placed on file. Employees had been written to and currently both did not require inclusion in the scheme. The box at the end of the minutes would be updated and this could be removed from the agenda.

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

5.1 Internal Audit - WIP

5.2 Standing Orders - WIP

5.3 Financial Regulations

The tailored draft was adopted and placed on file

5.4 Risk Management - WIP

5.5 Delegation of decision making powers

The Parish Council unanimously agreed not to delegate powers

5.6 Appoint Branch Representatives

This was done at the previous meeting and could be removed from the agenda.

5.7 Transparency Code Funding

FH would obtain quotes for laptops and external storage to purchase using the grant funding already received.

5.8 To consider training needs of Councillors/Employees

It was unanimously agreed, that currently, there were no training needs.

6. To approve the following invoices for payment

6.1	Parish Clerk	Salary	£270.36	001707
6.2	Lengthsman	Salary	£325.05	001708
6.3	Yorkshire Internal Audit Services		£300.00	001710
6.4	Neighbourhood Plan Business Survey Postage		£96.32	001711
6.5	Focus4Print	NP Printing	£180.00	001712
6.6	J Mark Construction	Meeting Room	£192.00	001713
6.7	Colin Bell	Meeting Room	£93.60	001714

Cheque 001709 was cancelled

18/41 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

15 August 2017 19 September 2017
17 October 2017 21 November 2017 19 December 2017

Meeting closed 2140

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 has 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	Done
4. Write to your staff	Done
5. Declare your compliance	Done

York North Information to Parish Councils – Heslington

DATE: From 01 June 2017 – 30 June 2017

INCIDENTS OF NOTE:

<u>Incident Type</u>	<u>Details</u>
Anti-Social Behaviour (ASB)	
Vehicle Crime	
Burglary	
Criminal Damage	
Drug Offences	
Theft	12 th – bag stolen from canteen at York university on 5 th June. No suspects identified.
Violence	

SAFER NEIGHBOURHOOD ENGAGEMENT EVENTS

Next PCSO Pop-up Drop in Session

Coming soon

Update on any Crimes from Last Month

PARISH COUNCIL CONCERNS

Please add any concerns raised here and email back to SNAYorkNorth@northyorkshire.pnn.police.uk (please do not return to sender)

ACTIONS PARISH COUNCIL INTEND TO TAKE BASED ON THIS INFORMATION

Please add any actions here and email back to SNAYorkNorth@northyorkshire.pnn.police.uk (please do not return to sender)

Please find below some useful links

Crime Statistics

<https://www.police.uk/north-yorkshire/york-north/crime/>

Community speed Watch

<https://northyorkshire.police.uk/what-we-do/road-policing/community-speed-watch/>