

**HESLINGTON PARISH COUNCIL**

**MINUTES OF A MEETING HELD IN THE MEETING ROOM, MAIN STREET  
ON TUESDAY 19 JULY 2016 AT 7.30PM**

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

**In Attendance:** Fiona Hill (FH) - Parish Clerk

**Public Present:** 2

**Public Session - None**

**17/40 To accept apologies for absence:**  
Zena Richards (ZR)

**17/41 To record declarations of interest in items on the agenda:**  
Local Plan – PB, RB  
SSSI Dog Orders – BP, RB  
Rights of Way – PB, RB  
Sportsfield - BM  
Meeting Room – DL

**17/42 To confirm the minutes of the Parish Council Meeting held on Tuesday 21 June 2016:**  
The Minutes were approved/signed.

**17/43 To discuss matters arising from previous minutes:**

1. Village Signs

NTR

2. University Road/Cycle Track

NTR

3. City of York Local Plan

FH had received a consultation pack, which she gave to PB. Numerous residents had not received the CYC Consultation Letter, so PB would email KA. PC would place a copy of the letter on the Website and DB would place a copy of the letter on the noticeboard. The August 2016 Parish Council meeting would start at 7.00 p.m. to allow time for discuss on this matter.

4. Neighbourhood Plan (NP)

An application for £4600.00 had been submitted. The Working Party had recently met to discuss the plan going forward and it was agreed the next application should include all land in the parish. With a NP covering the whole parish the university residents would have about 4000 votes in any final referendum. Thus for the NP to progress we would need considerable input from the university. Having defined the NP area as the whole parish and recognising that resident students would be entitled to vote on any NP it was proposed that there should be a meeting with the University in order to get their full support and to explain to them the value of being involved. Whilst concerns were raised about meeting with the University at this time, it was agreed that DB and BM would meet with the university, 5 In favour, 1 Against and 1 Abstention

**1 | 4 Pages**

Approved ..... Chairman

Date.....

- 5. Article 4 (2) Direction  
NTR
- 6. CYC Community Governance Review  
NTR
- 7. Parish Council Vacancy  
NTR

**17/44 To Discuss, if necessary, long-standing matters:**

- 1. Appearance of village  
DB reported that the bench refurbishment would be completed shortly
- 1.1 Litter/Dog Bins  
The bin was not in place, so KA would chase up
- 1.2 The Lodge Residential Home – Parking/Obstruction  
PB/DB reported that following a visit no further options have been identified at this time
- 2. Rights of way - NTR
- 3. SSSI - Cllrs reported dogs running wild on The Tilmire, FH was asked to contact the CYC Dog Warden
- 4. Highway Matters - NTR
- 5. Major Events - Yorkshire Marathon/Tour de Yorkshire - NTR
- 6. University of York - NTR
- 7. HMOs - NTR
- 8. Elvington - NTR
- 9. Communication - Website/Newsletter/Broadband/Notice board - NTR

**17/45 To receive any matters raised by members of public:**

- Residents had cause to contact the police due to disturbance caused by students 8-10 and 16 June 2016. The students were from the flat above the post office. Items, including a bed, were removed from a nearby skip. An apology via email was read out at the meeting.
- Charles XII Public House, had been visited by CYC Environment Dept due to loud music playing late at night.

**17/46 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. 16/01613/TCA 9 Hall Park  
Letter B – No Objection
  - 2. 16/ 1624/OUT Pool Bridge Farm, Wheldrake Lane, Crockey Hill  
Letter B – No Objection

**17/47 To report planning decisions by City of York Council:**

None

**17/48 To receive reports from representatives of following outside bodies:**

- 1. Ward Councillors  
NTR

2. North Yorkshire Police:

Report cover period 15th June – 12th July 2016

Anti Social Behaviour:

7th July: Report of a male who has been sleeping in a caravan off Common Lane, this is a static caravan and is owned by a local resident.

Crimes - No Crimes during the period

Roads - Vehicle stopped on A64, driver no insurance.

MISC.

2 x Abandoned calls from different numbers at different times, both were calls in error from people walking with mobile phones in their pockets.

2 x Concerns for Safety, both occasions officers attend and all is in order.

University Crimes

2 x Crime "Thefts"

1 x Crime "Sexual"

3. Heslington East Community Forum

NTR

4. Good Neighbours Forum

PB reported that the previous minutes had now been corrected

5. Ouse and Derwent Drainage Board

NTR

6. Sports Field

NTR

7. York Environment Forum

NTR

8. Alms Houses

NTR

9. The Meeting Room

DL reported that the finger post was now in place

10. Fulford & Heslington Ward Team Meeting

Posters were on notice board

**17/49 To receive any new correspondence received by the council:**

- Request for funds towards a defibrillator to be sited at the cricket field  
Unanimously Agreed £200.00

**17/50 To receive matters raised by members:**

- Professional Dog Walkers on The Tilmire and The Outgang  
FH would write to the CYC Dog Warden/Rights Of Way Officer to seek advice

**17/51 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, but there was an error with the FY Best Estimate, so FH would correct.

2. Internal Control Check(s)

See completed/signed sheet in finance file

3. Internal Audit

FH was awaiting the written report

3.1 Risk management

FH advised this was still WIP

3.4 Information Commissioner Office

FH advised this was still WIP

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

NTR

4. Work Place Pensions

FH had obtained a General Notice Letter, which included some useful information, so a copy would be placed on file.

5. To approve the following invoices for payment

6.1	Parish Clerk	Salary	£268.35	001651
6.2	Lengthsman	Salary	£1257.68	001652
6.3	Fiona Hill	Home Work Allowance	£46.80	001653

**17/52 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:**

16 August 2016 To start at 7.00 p.m. to allow time to discuss CYC Local Plan

20 September 2016

18 October 2016

15 November 2016

20 December 2016

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](mailto: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.