

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM, MAIN STREET
ON TUESDAY 17 MAY 2016 AT 7.30PM**

Councillors Present: Pauline Bramley (PB) Richard Bramley (RB)
David Blacketer (DB) Peter Hall (PH)
Lady Dorothy Lawton (DL) Bill McClean (BM)
Zena Richards (ZR)

In Attendance: Fiona Hill (FH) - Parish Clerk
CYC Cllr Keith Aspden (KA)

Public Present: 1

Public Session - None

16/142 To accept apologies for absence:

Paula Clements (PC)
PCSO Tony Barge (TB), North Yorkshire Police

16/143 To record declarations of interest in items on the agenda:

Neighbourhood Planning – PB, RB, ZR
SSSI Dog Orders – PB, RB
Rights of Way – PB, RB
Sportsfield - BM
Meeting Room – DL

16/144 To confirm the minutes of the Parish Council Meeting held on Tuesday 19 April 2016:

The Minutes required some amendments, so could not be approved/signed.

16/145 To discuss matters arising from previous minutes:

1. Village Signs
NTR
2. Cycle track/University Road
PB reported that the response was sent to Mike Durkin, CYC and KA advised that this would go to review.
3. City of York Local Plan
KA confirmed that this was still on target to go to consultation June 2016.
4. Neighbourhood Plan (NP)
The Working Group Committee submitted the TOR for approval but there was some concern about the wording "To authorise spend on behalf of the Parish Council within agreed parameters", as it was understood that a Parish Council, must approve all payments at a Parish Council Meeting. FH was asked to forward the TOR to YLCA for their advice.
5. Article 4 (2) Direction
Nick Allen had met with CYC and this was ongoing
6. CYC Community Governance Review
NTR

7. Parish Council Vacancy – Resignation of Mr M Dean
CYC had authorised the Parish Council to co-opt, so a notice would be displayed.

16/146 To Discuss, if necessary, long-standing matters:

1. Appearance of village

1.1 Litter/Dig Bins

BM was authorised to spend up to £25.00 on flowers for the planter

Litter/Dog Bin

The new bin was still to be installed

1.2 The Lodge Residential Home – Parking/Obstruction

PB had written to Mr Holden with the decision about bollards. PB/DL would visit the residential home.

2. Rights of way

NTR

3. SSSI - Dog Orders

PB reported that Natural England had visited The Tilmire and seen a dog with a young bird in its mouth, but as there was no proof the dog had killed it, no action could be taken.

4. Highway Matters

4.1 Parking Zones

KA advised that the Parish Council would have to put forward a case to Sue Gill, Network Management, CYC explaining why they wanted the car parking restrictions changing. DL would research who/why was parking there.

5. Major Events - Yorkshire Marathon/Tour de Yorkshire

NTR

6. University of York

FH was given responses to the questionnaire and she would submit them on behalf of the parish Council.

7. HMOs

NTR

8. Elvington

NTR

9. Communication - Website/Newsletter/Broadband/Notice board

PB reported that the website was up to date.

BM had drafted the next edition of the newsletter, which was approved by the Parish Council

16/147 To receive any matters raised by members of public:

None

16/148 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. 16/00935/FUL 25 Turners Close

The Parish Council discussed this application and had No Objections.

16/149 To report planning decisions by City of York Council:

None

16/150 To receive reports from representatives of following outside bodies:

1. Ward Councillors -

The Parish Council were urged to submit bids to the Ward Grants Dept

2. North Yorkshire Police

NTR

3. Heslington East Community Forum

NTR

4. Good Neighbours Forum

Meeting Dates – 13Jun16, 05Sep16 and 06Feb17

5. Ouse and Derwent Drainage Board

NTR

6. Sports Field

BM reported that a Family BBQ on 02Jul16 would be a Get Together to enjoy the new play equipment

7. York Environment Forum

NTR

8. Alms Houses

NTR

9. The Meeting Room

DL reported that the new door was now fitted and the AGM had taken place on 10May16 and the Minutes/Accounts would be ready ASAP.

10. Fulford & Heslington Ward Team Meeting

NTR

16/151 To receive any new correspondence received by the council:

None

16/152 To receive matters raised by members:

- Cllrs reported that the B&Q/Sainsbury's application had gone to appeal
- Cllrs reported that the Lloyds Bank branch would close on 26 July 2016
- Cllrs reported that the Natwest Bank branch would be reducing its opening hours from this week.
- Cllrs would think about an Emergency Plan and discuss at the next meeting.

16/153 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)

The Parish Council conducted the monthly checks and found everything to be in order.

3. Internal Audit

This had been done on 04 May 2016 and FH was awaiting the written report

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

NTR

4. Work Place Pensions

NTR

5. To approve the following invoices for payment

6.1	Parish Clerk	Salary	£265.61	001641
6.2	Lengthsman	Salary	£257.01	001642
6.3	Norton Joinery	Meeting Room Door	£1415.62	001643
6.4	Norton Joinery	Meeting Room Door	£500.00	001644

16/154 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

	21 June 2016	
19 July 2016	16 August 2016	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 with assistance from Ardent IFA Ltd, 80 Clifton, York, YO30 6BA. Tel: 01904 655330. Email: hello@ardentuk.com
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.

Approved Chairman Date.....
