

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM, MAIN STREET  
ON TUESDAY 16 FEBRUARY 2016 AT 7.30PM

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

**In Attendance:** Fiona Hill (FH) - Parish Clerk  
Grace Clarke (GC), Sports President, Students Union,  
York University

**Public Present:** 1

**Public Session - None**

**16/116 To accept apologies for absence:**

Pauline Bramley (PB) and Michael Dean (MD)

**16/117 To record declarations of interest in items on the agenda:**

4.3 – RB, ZR

4.4 - RB, ZR

5.3 – RB

9.6 - BM

9.9 – DL

**16/118 To confirm the minutes of the Parish Council Meeting held on Tuesday 15 December 2015 and Tuesday 19 January 2016:**

The Minutes were signed by the Chairman.

**16/119 To discuss matters arising from previous minutes:**

1. Village Signs

The Parish Council were concerned that this scheme was losing momentum and BM was asked to contact Niall McTurk for an update. Proposed DB, Seconded RB, 5 voted in favour, 1 voted against and 1 abstention.

2. Cycle track/University Road

The Parish Council were awaiting the outcome of the review, but were concerned that cyclists were using the road not using the path and the traffic calming table was been used at a pedestrian crossing!

3. City of York Local Plan

NTR

4. Neighbourhood Plan

BM was asked to write to CYC, as there were concerns raised that local businesses, land owners and farmers had not been consulted. DB advised that new legislation required working groups to be transparent. Meetings must be open to all and advertised openly. Minutes must be available on line. PC would create an area on the website. DB/BM would draft Terms of Reference ready for the next

Parish Council meeting and the working group meeting on Wed 23 Mar16 at 7.30 p.m. in the Meeting Room.

5. Article 4 (2) Direction

FH would contact Nick Allen to request an update

6. CYC Community Governance Review

FH had contacted Andrew Flecknor, CYC and he had emailed to confirm he is recommending de warding but other work pressures mean that this is unlikely to be confirmed until Summer 2016. FH will chase again then.

**16/120 To Discuss, if necessary, long-standing matters:**

1. Appearance of village

FH was asked to write to NatWest (Local branch, York branch and Head Office) to ask them to remove the wooden building, which was obstructing the footpath. DB reported that the Memorial Bench, opposite School Lane/Church Lane had been fully restored and was back in place.

The other two benches are still to restore.

2. Rights of way

NTR

3. SSSI - Dog Orders

FH was asked to write to Natural England about the signs, as RB reported that dog walkers were using The Tilmire and the bird nesting season was approaching.

4. Highway Matters

4.1 The Outgang – Proposed waiting restrictions

The Parish Council discussed this and FH was asked to reply to CYC as follows: "The Parish Council are disappointed that further yellow lines are proposed with the Conservation Area and would ask you to look again at this matter. Proposed: DL, Seconded: RB, 6 votes in favour, 1 vote against.

FH was asked to contact KA to request that when he was next undertaking a Parish Walk, that he would look at Long Lane, Common Lane, Langwith Stray and The Outgang, which are all in need of resurfacing or repair. The Outgang is a public path

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

The Parish Council thanked BM for producing the recent newsletter. BM would try to produce this quarterly if possible. He needed a University contact for news of any matters which might affect residents. PH offered to supply a contact from Good Neighbourhood Forum

**16/121 To receive any matters raised by members of public:**

- Tally Alley, it was reported that there is a large hole in the hedge bordering the Charles Public House.
- Charles Public House, it was believed that work had already started before a planning decision had been made. FH to report.

**16/122 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

7.1 15/02533/LBC 24 Main Street

Letter B, Unanimous

7.2 15/02898/FUL Barn Owl Manor, Browns mews, Heslington

Letter D, Proposed: BM, Seconded: DL, 5 votes in favour, 1 vote against, 1 abstention

“ The Parish Council believe this is an inappropriate development within the Conservation Area”

**16/123 To report planning decisions by City of York Council:**

None

**16/124 To receive reports from representatives of following outside bodies:**

1. Ward Councillors

NTR

2. North Yorkshire Police

Report cover period 7th January – 9th February 2016

Anti Social Behaviour

17th Jan: Neighbour disagreement reported, advice given, nothing further.

Crimes

8th Feb: Report of Criminal Damage following “Graffiti” on Low Lane

University Crimes

5 x Crime “Thefts”

3 x Crime “Violence”

FH was asked to report the speed check patrol van, which causes an obstruction on the hump back bridge over the A64, on a blind bend, along Common Lane/Long Lane

3. Heslington East Community Forum

NTR

4. Good Neighbours Forum

PH reported that at the meeting 01Feb16 matters discussed included noise; litter, neighbourhood plan, club bus stop alterations.

5. Ouse and Derwent Drainage Board

RB reported there was a meeting last week, but there was nothing relevant to the parish.

6. Sports Field

BM reported that phase one of the playground works was now complete and funding applications for phase two had been submitted

7. York Environment Forum

DL reported that she had not attended the last two meetings, as there was nothing on the agenda relevant to the parish.

8. Alms Houses

NTR

9. The Meeting Room

DL reported that the front door was in urgent need of replacing. Three quotes had been received and the Norton Joinery quote had been accepted. The Parish Council unanimously agreed to pay half the costs and request a VAT refund.

10. Fulford & Heslington Ward Team Meeting

The next meeting will be held on Thu31Mar16, from 4.30 p.m. in St Oswalds Church Hall. PB, DB and PH hoped to attend.

**16/125 To receive any new correspondence received by the council:**

1. University of York – YorActive Trail

GC gave a presentation about this, in which she advised that Gordon Eastman was acting as Project Manager. The Parish Council discussed and asked questions, then advised that whilst they supported the concept, they were against the route, in particular the use of Low Lane, Main Street and School Lane.

**16/126 To receive matters raised by members:**

DB introduced a draft monthly finance sheet for use from April 2016, which received unanimous support.

**16/127 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. Matters raised with/by Yorkshire Local Councils Association (YLCA)

3.1 2016/2017 Membership Subscription Increases

The Parish Council noted the content of the letter, which advised that NALC had approved an increase of 18%, but YLCA would soften the blow by using reserves to levy a 4.9% increase this year.

3.2 Changes to the External Audit Regimes

FH had circulated information from YLCA and it was unanimously agreed to remain "Opted-In" to the SAAA SLB Audit Scheme for small councils.

- The Parish Council noted receipt of information received regarding Combined Authorities

5. Work Place Pensions

NTR

6. To approve the following invoices for payment

6.1	Parish Clerk	Salary	£265.61	001628
6.2	Lengthsman	Salary	£257.01	001629
6.3	York Print Company	Newsletter	£56.00	001630

DB queried how the Parish Clerk claimed expenses. He would speak to PB about reviewing this.

**16/128 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:**

15 March 2016

19 April 2016

19 July 2016

18 October 2016

17 May 2016

16 August 2016

15 November 2016

21 June 2016

20 September 2016

20 December 2016

Approved ..... Chairman

Date.....

## 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](mailto: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.