

**HESLINGTON PARISH COUNCIL**

**MINUTES OF A MEETING HELD IN THE MEETING ROOM  
ON TUESDAY 16 MAY 2017 AT 7.30PM**

**Councillors Present:** Pauline Bramley (PB) Richard Bramley (RB)  
Paula Clements (PC) Peter Hall (PH)  
Zena Richards (ZR) Jeffrey Stern (JS)

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

**Public Present:** 1

**Public Session** None

**18/1 To accept apologies for absence:**  
Parish Cllrs David Blacketer (DB) and Lady Dorothy Lawton (DL)

**18/2 To record declarations of interest in items on the agenda:**  
Local Plan – PB, RB, ZR  
Neighbourhood Plan – PB, RB, ZR

**18/3 To confirm the minutes of the Parish Council Meeting held on Tuesday 18 April 2017:**  
The Minutes, along with those for the March 2017 meeting were approved.

**18/4 To discuss matters arising from previous minutes:**  
1. Main Street Footpath  
KA reported that he would obtain a price for works to the meeting room side, which may be considered for Ward Funding and that the shops side is OK.  
FH was asked to contact Richard Hall, Virgin Media to express concern about the workmanship whilst installing fibre and cabinets in the area.  
2. Vacancy  
NTR

**18/5 To Discuss, if necessary, long-standing matters:**  
1. Appearance of village  
KA would report the blocked drain by the bus stop near Heslington Hall. FH was asked to contact CYC/CAMRA to get an update about the ACV. FH was asked to contact Richard Frost, GB Chair to chase up the repairs to the damaged verge on School Lane. PB had asked CYC to cut the grass verges in Main St ASAP where the daffodils were. It was agreed to ask for Langwith Lane verges to be cut. The Parish Council unanimously agreed that DB could purchase items to tidy up the planter.  
1.1 Trees along Main Street –  
PB would contact Harvey Lawson, CYC to agreed date of works toward the end of this year

## 1.2 Village Signs –

These are ready for collection and hope to be installed next month

## 1.3 Grass Verge outside The Lodge Residential Home

KA was reminded to look into the possible of parking bays on Walnut Close which could possibly accommodate a delivery only parking bay.

## 1.4 Dog Bin – Low Lane

KA confirmed the bin could be moved from outside Little Hall to Low Lane, so the Parish Council unanimously agreed to go ahead.

## 2. Highway Matters

### 2.1 University Road/Cycle Track – NTR

### 2.2 Standing water near bus stop near gyratory

The drain had been cleared and it appeared OK after recent rainfall. KA would look at this low point in the road, which results in standing water near the bus stop.

## 3. City of York Council

### 3.1 Local Plan –

KA reported that work was nearing completion on the integration of the MOD sites and another consultation was planned for August 2017

### 3.2 Article 4 (2) Direction – NTR

### 3.3 CYC Community Governance Review –

NTR – FH would chase this up after the elections

### 3.4 Rights of Way –

KA gave the Parish Council a paper copy of the Definitive Parish Map and ZR would check that all ROWs were shown.

## 4. University of York

### 4.1 Antisocial Behaviour

Noise and Vomit in Tally Alley on 23/4 April was reported to North Yorkshire Police and York University, but it had been generally quieter for the moment. No anti-social behaviour recently reported to the Parish Council. Early morning shop deliveries were still causing some disturbance. KA reported that a taxi firm had sent a very “robust” response to the letter from CYC. KA advised reporting dates/times/reg. no’s to CYC.

## 5. Neighbourhood Planning

Focus remains on building the evidence base and stakeholder engagement, including meetings with York University and the Local Planning Authority. Next steps will include setting plan aims, based on issues arising from stakeholder engagement and evidence.

The Parish Council discussed at length, the report received from the NP Working Group and it was unanimously agreed to respond as follows:

*Thank you for your email and NP update, which Cllrs read prior to the meeting last night.*

*The Parish Council were unable to approve a £1030.00 spend from the Groundwork UK grant and their reasons are as follows:*

*1. The Parish Council would like to take a step back and review their I.T. requirements, so they are better positioned to cope with the constant need of the ever changing world.*

*2. At the recent Internal Audit it was pointed out that the Parish Council had received funds from the Transparency Code Funding, but had done nothing with it. Indeed, there is more funding available, which has not been applied for. This funding was given for the purchase of a laptop and scanner and the Parish Council is urged to action this in the foreseeable future, as the current arrangements are via a laptop owned by a private individual albeit the Parish Clerk.*

3. Also at the Internal Audit, the question of “back-ups” was raised, which is currently to a portable hard drive and a cloud, which again are not owned by the Parish Council. This is another matter that should be considered as a matter of urgency.

4. The Parish Council are unhappy with the suggestion of a G-Mail Account, where passwords may be shared or made available to non-council members, as the security could be compromised and outgoing messages could not be controlled. The Parish Council unanimously agreed that this work should not proceed.

5. The Parish Council would prefer emails sent to address [nplan@heslington.org.uk](mailto:nplan@heslington.org.uk) are directed to the Parish Clerk, who will forward them to a nominated member of the Working Group, copying in the Parish Council Chairperson. The Parish Clerk will speak directly to Matthew and Paula Clements about this, as they have received so many requests, from some many people, that confusion is now making matters a little chaotic.

6. The Parish Council felt that any work on a website, should be invested in the current Parish website, so it could be improved and able to accommodate NP documents. Please could you find out from Groundwork UK, if their funding can be used to upgrade an existing Parish website, rather than setting up an additional one. The Parish Council will approach Matthew and Paula, along with at least two others, to obtain a minimum of three quotes for website upgrades.

7. If you have any documents, needing to be uploaded to the Parish website, please do not hesitate to forward them , copying in the Parish Council Chairperson and the Parish Clerk, to Paula Clements, who will take care of this as usual.

The Parish Council would welcome further discussion about this matter, but this must be done within the meetings, so all Cllrs can be party to the conversations. Should the matter be of a sensitive nature such as the preparation of specifications for quotations etc, the Chairperson can adjourn the matter to a Closed Session and give a report at the next meeting.

The Parish Council is extremely grateful for the hard work of the Working Group, in the preparation of the Neighbourhood Plan.

6. Major Events - Yorkshire Marathon – NTR

7. Communication-

- Website – NTR

- Newsletter –

PH agreed to edit the newsletter, as use of the Church Newsletter would not be feasible.

**18/6 To receive any matters raised by members of public:**

None

**18/7 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. 17/00916/FUL Spring Barn, Main Street

No Objections, Unanimous

2. 17/01089/FUL The Long House, Main Street

No Objections, Unanimous

- 18/8 To report planning decisions by City of York Council:**
- |    |              |                           |         |
|----|--------------|---------------------------|---------|
| 1. | 17/00431/TCA | 5 Main Street             | Consent |
| 2. | 17/00571/TCA | The Vicarage, School Lane | Consent |

**18/9 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 - NTR
  5. Ouse and Derwent Drainage Board - NTR
  6. Sports Field – PC elected as PC Representative. FH would inform the Sportsfield Chair.
  7. York Environment Forum
  - 7.1 The Parish Council unanimously agreed to pay £10.00 subscription
  8. Alms Houses - NTR
  9. The Meeting Room
  - 9.1 Hearing Loop
- FH was asked to proceed with order and available Cllrs would attend site when required.
10. Fulford & Heslington Ward Team Meeting
- DB had submitted a written report, which is attached to the end of these minutes

**18/10 To receive any new correspondence received by the council:**

None

**18/11 To receive matters raised by members:**

None

**18/12 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**

1. Bookkeeping records for year ending 31 Mar 18 to date  
The financial report was circulated around Cllrs.
  2. Internal Control Checks  
These were deferred until the next meeting
  3. Matters raised with/by Yorkshire Local Councils Association (YLCA)  
NTR
  4. Work Place Pensions  
NTR
  5. To approve the following invoices for payment
- |     |                        |                        |          |        |
|-----|------------------------|------------------------|----------|--------|
| 5.1 | Parish Clerk           | Salary                 | £270.21  | 001694 |
| 5.2 | Lengthsman             | Salary                 | £325.00  | 001695 |
| 5.3 | Groundwork UK          | NP Unused Grant Return | £2214.40 | 001696 |
| 5.4 | York Environment Forum | Subscription           | £10.00   | 001697 |
| 5.5 | Contacta               | Hearing Loop           | £1237.95 | 001698 |

Approved ..... Chairman

Date.....

**18/13 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:**

20 June 2017

18 July 2017

17 October 2017

15 August 2017

21 November 2017

19 September 2017

19 December 2017

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: <a href="mailto:hello@ardentuk.com">hello@ardentuk.com</a>	
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.

**Your Neighbourhood is covered by the  
York North, Neighbourhood Policing Team.**

The Team is based at:  
**Athena House  
Kettlestring Lane  
Clifton Moor  
York YO304XF**

E-mail: [snayorknorth@northyorkshire.pnn.police.uk](mailto:snayorknorth@northyorkshire.pnn.police.uk)

Receive information on your Neighbourhood at  
<http://www.northyorkshire.police.uk/york-north>

Follow us on Twitter at [@snayorknorth](https://twitter.com/snayorknorth)  
Follow us on Facebook at 'York North Police'

Approved ..... Chairman

Date.....

**York North Information to Parish Councils – Heslington**

**DATE: 1<sup>st</sup> April – 30<sup>th</sup> April 2017**

**INCIDENTS OF NOTE:**

<b><u>Incident Type</u></b>	<b><u>Totals</u></b>	<b><u>Details</u></b>
<b>Anti-Social Behaviour (ASB)</b>	3	7 <sup>th</sup> Walmgate Stray, appears that a number of Youths doing graffiti on the walls of the retreat 23 <sup>rd</sup> – Low Lane, environmental issues 24 <sup>th</sup> – Main St lots of noise from rowdy youths in the middle of the night
<b>Vehicle Crime</b>	0	
<b>Burglary</b>	0	
<b>Criminal Damage</b>	0	
<b>Drug Offences</b>	0	
<b>Theft</b>	1	12 <sup>th</sup> – theft from café on Deramore Lane, suspect detained.
<b>Violence</b>	0	

**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](mailto: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](mailto: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/>

**Fulford and Heslington Ward Team Meeting - Thursday 20 April 2017, 4pm**

**Briefing Notes for Councillors**

1. 2017/18 Ward Priorities
  - Focus on addressing social isolation and loneliness
  - Enhance and preserve the local environment
  - Foster a sense of community and support for local voluntary groups
  
2. 2017/18 Ward Budget
  - Total budget £11,890. Although £3,700 has been provisionally ring-fenced for 2 projects involving a social isolation support initiative in conjunction with other Wards and a young persons Summer activity program
  - Ward highways budget £5600
  
3. Dates of future meetings (4pm)
  - Wednesday 5 July 2017
  - Wednesday 1 November 2017
  - Wednesday 28 February 2018
  
4. Deadlines for ward grant funding applications
  - Friday 30 June 2017 to be considered at ward team meeting on 5 July
  - Tuesday 31 October 2017 to be considered at ward team meeting on 1 November
  - Friday 16 February to be considered at ward team meeting on 28 February
  
5. Article 4[2] direction  
KA/CT have asked for further details on this initiative to determine whether ward fund contribution can be considered.  
**ACTION: DB will forward Nick Allen's briefing note to Claire Taylor.**
  
6. New tree planting.  
It is likely than ward funding contribution (say 50:50) could be applied for to plant a replacement tree for the failing lime tree on Heslington Main Street.  
**ACTION: PC to agenda and consider**
  
7. The Good Gym ( see: <https://www.goodgym.org/areas/york>)

***"What does GoodGym do?"***

- 1. We run in groups to do physical tasks for community organisations.***
  
- 2. We run to make social visits to isolated older people who we call our 'coaches' because they motivate us to keep going.***
  
- 3. We run missions for older people; clearing gardens, changing lightbulbs and doing odd-jobs for people who struggle to do them alone.***

PC may wish to consider whether there are opportunities to seek support in Heslington.

**ACTION: PC to agenda and consider**