

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 15 JANUARY 2019 AT 7.30PM

Councillors Present: Pauline Bramley (PB) Richard Bramley (RB)
John Garner (JG) Peter Hall (PH)
Beverley Heap

Lady Dot Lawton (DL)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

Public Session: None

The Chairman welcomed Beverley Heap to the Parish Council

19/113 To accept apologies for absence:

Parish Councillors David Blacketer (DB), Rose Hilton (RH) and Zena Richards (ZR)
CYC Ward Cllr Keith Aspden (KA)

19/114 To record declarations of interest in items on the agenda: None

19/115 To confirm the minutes of the Parish Council Meeting held on Tuesday 18 December 2018:

These minutes were approved and signed by the Chairperson.

19/116 To consider any applications received for the vacancy on the Parish Council:

Ms B Heap signed the acceptance of office, so there are now no vacancies.

19/117 To discuss matters arising from previous minutes:

Cycle Racks – FH had requested these and was awaiting response from KA

Footpath Windmill Lane – FH had written to CYC as instructed

Yorkshire Water – FH had written to CYC as instructed and a response was awaited

Graffiti – This had been removed and a one-off Ward Grant was approved to repay Fulford Cemetery.

Potholes/ Road surface – RH had photographed/ emailed to KA who had reported to CYC.

Child Play Sign - From CYC "we had previously been advised by our Blacksmiths that the work had been completed, however I have visited the site myself and the parish Council are corrected the sign has not currently been relocated. I have advised blacksmiths and requested for the works to be completed asap."

Spring Lane – Awaiting CYC's response. **Action** KA to follow up

Tally Alley – KA was obtaining a quote for replacement dog poo signs, in order to submit an application for Ward Funding. **Action** FH to submit application when costs known

Main Street Parking Bay – Sue Gill, Traffic Project Officer, CYC (emailed 14Jan19) – “Because of other incoming work pressures, we are behind our anticipated timescale with the review. Because of this we are advertising minor, less-controversial amendments using officer delegated powers in the near future (December or January).

The areas we are taking forward at this time are: the requested change for the 12hr bay to 2hrs for non-permit holders on Main Street (opposite Hall Park).

19/118 To Discuss, if necessary, long-standing matters:

1. Appearance of village – PB had reported a fly-tipped fridge freezer, which CYC collected the same day. DL reported NatWest unfinished external repair **Action** DL would call into the NatWest to find out when the repaired window sill would be finished.

2. Highway Matters - NTR

3. City of York Council

3.1 Article 4 (2) Direction – NTR

3.2 Footpath on University Road/obstructed by root growth – **Action** KA was obtaining quote for work around root growth, in order to submit an application for Ward Funding. (Note: this area is in Hull Road Ward not H&F)

4. University of York – Cycle Track, University Road

Andy Vose, Transport Planner, CYC (emailed 14Jan19) – “I asked for the markings which need refreshing to be redone and gave one of my colleagues a budget code for the work on Christmas Eve. I’m afraid I don’t have a date for the work as it will be commissioned by our Highways team but it has been passed through to the relevant team to take forward now”.

FH had written to the University Registrar to request a timeline for the safety work on University Road, included in the Master Plan. Received a reply asking for further details. **Action** FH to respond

4.1 Antisocial Behaviour – This was discussed at length. This term is historically the quietest as exam term. The new York Streetwise Scheme was a cause for concern, as the route is large and only 2 pairs of patrollers were covering it all. **Action** FH would contact North Yorkshire Police to request a meeting with officers responsible for the Campuses.

5. Neighbourhood Planning – The consultation documents were now on the website and the consultation period begins 29 January 2019. **Action** Set up heslingtonpcnplan@outlook.com to forward received email responses to PB & DB

6. Communication: The website is up to date. PH was currently drafting the newsletter and the final version would be circulated by email tomorrow. **Action** PH to make agreed amendment & circulate. FH to forward to printers.

19/119 To receive any matters raised by members of public: None

19/120 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. 18/02617/FUL Walnut Barn, 2 The Orchard, Walnut Close

No Objection. Unanimous

FH had, just today, circulated an email from CYC detailing changes to the Planning Consultation Process

Land South of York University - FH was asked to contact CYC and the developers to set up a forum, which would meet on a monthly basis. **Action** FH contact CYC and developers

- 19/121 To report planning decisions by City of York Council:**
- | | | |
|------------------|---------------------------------|----------|
| 1. 18/01416/REMM | Land to the South of Field Lane | Approved |
| 2. 18/02493/CLU | 22 The Crescent | Granted |

- 19/122 To receive reports from representatives of following outside bodies:**
1. Ward Councillors – Updates given within the minutes
 2. North Yorkshire Police – NTR
 3. Heslington East Community Forums – NTR
 4. Good Neighbours Forum – NTR
 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 received estimates for decorating the lobby and the main room. Work on the lobby would commence 11Mar18. Ward funding had been received towards the setting up of a luncheon club.
 10. Fulford & Heslington Ward – PB/DB had attended the meeting last week and details of the two grants for Heslington had been detailed within these minutes.

- 19/123 To receive any new correspondence received by the council:**
- Bench Request – the resident requesting this had emailed again requesting details of designs etc. The Parish Council discussed this at length and felt uncomfortable about setting a precedent for future requests and as the CYC were soon to enter purdah, the decision was made to defer this more consideration after the elections. **Action** FH to reply to the resident.

- 19/124 To receive matters raised by members:**
- Community Review – **Action** FH would contact Andrew Flecknor /KA cc PB to chase up this urgent matter.

- 19/125 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**
1. Bookkeeping records for year ending 31 Mar 18 to date
FH circulated copies of a bank reconciliation dated 10 January 2019 showing a balance of £31188.39, along with an income & expenditure report.
 2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR
 - 2.1 Budget/Precept 2019-2020
The Parish Council note the expenditure budget
 3. Matters raised with/by Yorkshire Local Councils Association (YLCA)
Info/updates emailed to Cllrs. FH highlighted articles in the White Rose Update on elections, chairpersons, PPL/PRS, precepts and waste licences. Next meeting 7th Feb
 4. To approve the following invoices for payment

4.1	Lengthsman	Salary	£339.33
4.2	Parish Clerk	Salary	£280.33
4.3	TG Cutt	Fire Extinguisher Checks	£71.58
4.4	Focus 4 Print	Neighbourhood Plan	£1277.26

- 19/126 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:**
- 19Feb19, 19Mar19, 16Apr19, 21May19, 18Jun19, 16Jul19, 20Aug19, 07Sep19, 15Oct19, 19Nov19, 17Dec19

Approved Chairman Date.....

Please Note: The Parish Council is keeping a watching brief on items reported, but awaiting intervention and will include on the agenda as and when specific information to report:

1. City of York Council/Ward Cllr Keith Aspden
 - Virgin Media Boxes Requested: paint green
 - Dog fouling/Tally Alley Requested: costings for 3 new signs
 - Play Area Child Sign From CYC “we have requested for the works to be completed asap”
 - Sunken Road Church Lane/Field Lane Requested: repair
 - Collapsed Man Hole/Main Street Requested: repair
 - Local Plan Requested: updates
 - Community Governance Review Requested: order approved before elections May19. Requested to CYC for Cllrs to collect “the order”
 - Main Street parking bays 12hr to 2hr CYC “advertising minor, less-controversial amendments which this is one – Dec/Jan”
 - Villages benches Requested: “in memory”. FH in correspondence with resident
 - Footpath/Bus stop opp Hes Hall Requested possibility of a Ward Grant
 - Yorkshire Water Requested updates on the work and timescale proposed.
 - Spring Lane Requested CYC replace the road sign
 - Cycle racks Requested to CYC
 - Cycle track markings, University Rd CYC “agree to refresh in a future batch of works”

2. University of York
 - University Road/Road safety concerns Requested: review master plan

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