

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 19 JUNE 2018 AT 7.30PM**

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
Richard Bramley (RB) Peter Hall (PH)
Rose Hilton (RH) Dorothy Lawton (DL)
Zena Richards (ZR)

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

Public Present: 0

Public Session: None

19/29 To accept apologies for absence:
None

19/30 To record declarations of interest in items on the agenda:
None

19/31 To confirm the minutes of the Parish Council Meeting held on Tuesday 15 May 2018:
The Minutes were approved along with those of the APCM

19/32 To consider any applications received for the vacancy on the Parish Council:
One expression of interest received .The resident proposes to attend the July 2018 meeting.

19/33 To discuss matters arising from previous minutes:

- 1 Proposed footpath towards play area – KA reported that CYC has advised it may be possible. Concerns were expressed by Cllrs on safety issues of the narrow area which was used by agricultural vehicles and that it would suburbanise the area. Cllrs thought improved and refurbished signs may improve matters. Photos would be taken and forward to KA. KA would speak with the resident who raised the issue. PB asked KA to arrange a site meeting with CYC to discuss the issue.
- 2 Lord Deramores – PB reported that the governors were planning an area of hardcore as a drop off/pick up area. Cllrs suggested incorporating the bench area and using ecogrid, which would be permeable. In addition, Governors had requested a 20MPH zone on Field Lane. The Parish Council supported these in principle.
- 3 Induction Pack – As discussed at an earlier meeting, RH had drafted a pack for new/prospective Cllrs, which had been circulated to Cllrs for feedback.
 - 23/24 Main Street – KA had reported this to CYC Planning Enforcement, who had referred it to Highways. KA to follow up.
 - Parking Bays – KA had reported that the 12 hr parking bay on Main St West was on the list for the 2018/9 review. KA had received a request to reduce the parking time in Main Street from 30 minutes to 15/20 minutes.
 - Footpath/Root Growth – KA would visit the site; south bound Heslington Hall bus stop.

- Footpath/Dandelions – KA had reported that the area had been sprayed once, would be sprayed several more times and tamped.
- Virgin Mobile Boxes – KA reported that he was dealing with this.
- Main Street/Grass Cutting – PB reported that this had been done, but strimming was needed around the bench, so DB offered to do this.

19/34 To Discuss, if necessary, long-standing matters:

1. Appearance of village – Cllrs were grateful to DB for obtaining plants for the village planter and planting.

PB had called into the NatWest branch to discuss the problems with rubbish, which had hopefully being resolved.

1.1 The Outgang – KA reported that costing should be received next week, so ward funding could be discussed.

1.2 Dog Bin – Low Lane – This had now been moved, so this item could be removed from the agenda.

1.3 The Lodge Parking – PB advised that The Lodge had not received the letter of thanks, which FH had sent to the head Office, so a copy would be sent directly to The Lodge.

2. Highway Matters – KA would visit Field Lane where the road at the traffic lights, Church Lane, Field Lane junction, had again sunk and cars had been noted to be “grounding” on LHS approach to village.

3. City of York Council

3.1 Local Plan – KA reported that it was now at submission stage, and two inspectors have been appointed.

3.2 Article 4 (2) Direction – FH reported that Nick Allen had advised that he would now initiate.

3.3 CYC Community Governance Review – FH would send emails to KA, so he could chase this up.

4. University of York

4.1 Antisocial Behaviour – PH reported recent late night noise disturbances on Holmefield. Would be reported at the Good Neighbours meeting.

5. Neighbourhood Planning - DB reported that work continued on a draft for Parish Council approval. An error on an invoice had been found, which would be corrected with a credit.

Cllrs requested written clarification of the liaison that had occurred between the Heslington Parish planning consultant (NPWG) and the University planning consultant. Cllrs were very concerned to hear that the University planning consultant had approached the Parish Council consultant to discuss matters. DB was asked to urgently contact both parties to ensure that all University communication must be through the Parish Council via the working group. In addition, if a cost had been incurred the PC would not be responsible for payment, as they had not requested this intervention between planning consultants.

6. Communication

- Website – Up to date with information provided

- Newsletter – NTR

- Broadband -A resident has successfully campaigned for CYC to contract for Quickline to erect a mast at Grimston Bar to enhance internet access for outlying residents. The residents work on this was to be thanked by the HPC

19/35 To receive any matters raised by members of public:

None

19/36 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

Approved Chairman

Date.....

Letter D: We object on the planning grounds set out overleaf

1. 18/00733/ADV University Road

Letter D, Unanimous

The Parish Council **Objects** to this application for the reasons as follows –

- The temporary nature of the lamp post banners is not clear
- The signs are not suitable to the rural location, which is in and adjacent to a Conservation Area
- The Parish of Heslington cannot be considered equivalent to the city centre signage arrangements

19/37 To report planning decisions by City of York Council:

- | | | | |
|----|--------------|--|----------|
| 1. | 18/00643/ADV | Unit 7, Kimberlow Hill Retail Park, Kimberlow Rise | Approved |
| 2. | 18/00672/FUL | Sandal House, 29A Main Street | Approved |
| 3. | 18/00696/REM | Pool Bridge Farm, Wheldrake Lane, Crockey Hill | Approved |

19/38 To receive reports from representatives of following outside bodies:

1. Ward Councillors – Nothing in addition to those matters already discussed
2. North Yorkshire Police –The latest report was circulated by email and is attached at the end.
3. Heslington East Community Forum – There was a meeting on 07Jun18, but as the email list of representatives was incomplete and Councillors and several other representatives had not received the information. PB became aware on the day of the forum meeting and was able to attend but PH could not. University apologized and has now updated its email list.
The presentation was regarding the “Master Plan” and the imminent planning application of two new college residencies on the Heslington East campus. Details had been emailed to Cllrs which were discussed at length.
4. Good Neighbours Forum – There is a meeting tomorrow night and PB/PH are attending.
Items to be brought up; Boss Lane -future litter collections, buses in convoy at University Rd bus stop, noise issues on Holmefield and update on the footpath opposite Heslington Hall
5. Ouse and Derwent Drainage Board – RB confirmed that, at the meeting this am (19th) the University lake is being monitored by the Drainage Board and the University.
6. Sports Field – NTR
7. York Environment Forum -- NTR
8. Alms Houses – NTR
9. The Meeting Room – The AGM would be held on 18Jul18
10. Fulford & Heslington Ward – There was a meeting in April 2018 in Heslington, which was poorly attended. The next meeting, to be held in July 2018, is when the schemes to be funded will be decided.

19/39 To receive any new correspondence received by the council:

- CYC Emergency Plan
 - The PC agreed that the Meeting Room should continue as a CYC designated rest centre in the event of a local emergency. The Church Hall and the Scout Hut are also designated rest centres. DL reported that the hire agreement had been amended to highlight this should an emergency situation arise.
- Resident had requested for a rowan tree on Main St West opposite the Hesketh Alms Houses to be maintained. Cllrs asked FH to contact CYC tree arboricultural manager to assess the tree

19/40 To receive matters raised by members:

- Fly-tipping along Long Lane/Langwith Stray – RH had reported .KA would follow it up with CYC.
- Pot holes Langwith Stray- marked but not filled. - RH had reported .KA would follow it up with CYC.
- PH reported that one beacon at the Holmefield crossing was not flashing. KA to report to CYC.

19/41 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 08 June 2018 showing a balance of £26202.36, along with an income & expenditure report.

2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits
NTR

3. General Data Protection Regulation (GDPR)

FH reported that:

3.1 Information Commissioners Officer – a subscription had been sent up and the annual cost is £40.00

3.2 Data Protection Officer – Parish Councils were now exempt from appointing a DPO

3.3 Document Retention Policy – a new draft had been circulate by YLCA

Auditing – Cllrs were urged to ensure compliance of all paper/electronic record they held, by referring to the guidance notice issued by YLCA

3.4. Matters raised with/by Yorkshire Local Councils Association (YLCA) – Updates/info emailed to Clerk and Cllrs

3.4.1. York Branch Meeting – Thu07Jun18 – Apologies sent as no Cllrs had been unable to attend as had coincided with Heslington East Forum.

5. To approve the following invoices for payment

5.1	Parish Clerk	Salary	£280.38	001760
5.2	Lengthsman	Salary	£339.33	001761
5.3	Zurich	Insurance	£513.15	001762
5.4	ICO	Subscription	£40.00	001763
5.5	Morrisons	Planter Plants	£10.00	001764
5.6	Urban Vision	Neighbourhood Planning	£1800.00	001765

19/42 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

17 July 2018	07 August 2018*	18 September 2018
16 October 2018	20 November 2018	18 December 2018

* Please note change of 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 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 |

York North Information to Parish Councils – Heslington

DATE: 1st May – 31st May

INCIDENTS OF NOTE:

<u>Incident Type</u>	<u>Total</u>	<u>Details</u>
Anti-Social Behavior (ASB)	3	University campus
Vehicle Crime		
Burglary		
Criminal Damage		
Drug Offences		
Theft	2	Bikes from campus
Violence		

Approved Chairman

Date.....