

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 19 MARCH 2019 AT 7.30PM

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

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 1

Public Session: None

19/127 To accept apologies for absence:
Parish Councillor John Garner (JG)

19/128 To record declarations of interest in items on the agenda: None

19/129 To confirm the minutes of the Parish Council Meeting held on Tuesday 19 February 2019:
These minutes were approved, with one amendment and will be signed by the Chairperson at the next meeting.

19/130 To discuss matters arising from previous minutes:
Cycle racks – lack of within parish – No response from CYC. **Action FH** would chase up **KA**

Drains and sewers around School Lane, The Crescent and Low Lane – Yorkshire Water had emailed regularly with updates and work was carried out as follows:

23 January 2019 - 22473007 Minor Desilt, 22473008 Camera Survey Sewer

Arrived on site. Located the manhole in the grass verge opposite Lloyd Close. Set up with Vactor to desilt and camera survey upstream to the manhole at the junction of School Lane. Multiple desilts done using 2 full tanks. Removed ½ ton of silt from the line. Camera survey abandoned at 69m due to 30% silt. Noise complaints received causing team to abort job.

22 February 2019 - 22434511 - Minor Desilt

Attended site. Desilt carried out upstream from the manhole at the junction of School Lane.

All silt removed from the line. Further desilt carried out from the manhole at the junction of Lloyd Close 85m upstream to the manhole at the junction of School Lane. Removed silt, wood and debris from the line. Lines free flowing.

Email 15Mar19:

“Further to my email on 26Feb regarding the drains and sewers around School Lane, The Crescent and Low Lane at Heslington. Following the previous work on the network, a further camera survey work has taken place in the area and the footage is currently being reviewed by an Area Network

Technician to see if any other work is required. I'm just waiting for the feedback form the Technician, and have chased this today; once I have a response I will update you again".

Email 19Mar19:

"Further to my email on 15 March regarding the drains and sewers around School Lane, The Crescent and Low Lane at Heslington. A senior Network Technician has reviewed the most recent Camera Survey footage and decided he would like some more work to be done in the area, so he has arranged for further investigations to take place to check some of our other assets (manholes) to see if some remedial work is required. I'll continue to monitor in the office and contact you again when I have a further update. Please accept my apologies for the length of time this work is taking".

Action FH to thank YW for their updates - watching brief.

19/131 To Discuss, if necessary, long-standing matters:

1. Appearance of village –

- FH had contacted NatWest about the inferior repair work on the sill of the front window. A response was received as follows – "Thank you for your recent email. The reference number of your query is 18505626, please quote this when you contact us. I have reviewed your query and have passed your details on to the relevant team who we feel are best placed to deal with the query you have raised". Cllrs felt the sill appearance had been improved.

- Graffiti removed from wall of the Manor House – FH had written to owners, as agreed who had responded expressing their gratitude for the completed work.

- Footpath on University Road – obstruction by root growth

The University have agreed to move the fence away from the 3 trees in the footpath in July 2019 (GN meet 13 Feb).CYC will then improve the footpath for wheelchair and pushchair users. The Parish Council is awaiting a response from KA who was obtaining quotes from CYC to reroute the path, in order to submit an application for Ward Funding. **Action FH** to follow up with **KA**

- Bench request from resident

FH had responded to resident "At the Parish Council in January 2019, this matter was discussed at length and the Parish Council felt uncomfortable about setting a precedent for future requests and as City of York Council were soon to enter purdah, the decision was made to defer this for more consideration after the elections". The resident replied that she hoped this would be considered further following elections.

- The Outgang/Broken fence – PB reported to Halifax Estates

- Low Lane/School Lane Street Name Sign – had been damaged beyond repair, probably by a car, DB had reported on the CYC website.

- Virgin Media Boxes/Requested paint green – **Action KA** following up.

- Dog fouling Tally Alley/Requested signage – In progress

2. Highway Matters –

- Road surface of Common Lane/Long Lane/Langwith Stray – CYC have previously advised areas must meet intervention levels before they could be repaired.

- School Lane/Field Lane – **DB** reported the there had been some repair work to the highway.

- Main Street/Collapsed Man Hole – There had been some repair work to the highway.

- Main Street West - DL reported potholes on south side Main St West from Hall Park to Holburn's Croft. **Action FH** to report to **CYC**

- Main Street West/Spring Lane, sinking manhole – Marked but no work done. **Action FH** to ask **KA** to follow up with CYC

- Main Street Parking Bays, time changes – CYC update "We are hoping the proposal will be advertised later this month (Mar 19). If no objections are received we would be looking at implementation around May. **Action FH** - on watching brief

- Children playing sign. Still in the wrong situ. **Action FH** to contact **KA**

- DB had reported the damaged road sign for Low Lane, School Lane/ Crescent end, re: Street Furniture Eform No. 103733862. The highways department placed an order for repair of the sign on 02/03/2019." **Action FH** On watching brief.

3. City of York Council

3.1 Article 4 (2) Direction - Nick Allen had reported "A report has been sent to Mike Slater (Assistant Director for Planning and Public Protection) recommending proceeding with a Forward Plan Submission Form for the preparation and service of an article 4(1) direction. This is then considered by Neil Ferris (Corporate Director of Economy and Place) who will decide whether it can be agreed by the Executive Member or the full Executive. As CYC is now in 'purdah' prior to the May elections this process is not a delaying progress, regrettably it's just the approval process that we have to go through".

3.2 Local Plan – NTR

- the PC agreed to write to Julian Sturdy inviting him to a Parish Council meeting to discuss the Local Plan, the impact on the rural part of the village, the SSSI and agricultural land. **Action FH** to write

4. University of York

- FH was in the process of contacting CYC and developers to arrange a monthly forum regarding land to the South of Field Lane (18/01416/REMM). PH reported the University will re-introduce meetings during the new development on Campus East and this will include participation by the Contractors (.GN meet 13 Feb 19)
- Signage – A resident has made a complaint to CYC as they did not agree with the interpretation of the Conservation Officer that the remaining signs were acceptable and has asked for the decision taken to be reconsidered. A further response is awaited.
- Still awaiting response from University Registrar to request more information about the timescale for addressing the road safety issues on University Rd

4.1 Antisocial Behaviour –

- FH had written to North Yorkshire Police asking for a meeting to discuss antisocial behavior by university students. PCSO 5648 Simon Hall had responded "I have been asked to contact you to arrange a meeting to discuss students causing ASB. I am at work for the next 3 days and then I am on to my days off. I will be back at work next Tuesday for 6 days. I am usually available from 2pm onwards to meet. I look forward to hearing from you .**Action PB** to arrange a meeting.
- BH reported that she had met with Stephen Tallboys and the Streetwise Night Patrol teams. The night patrol presence was having some effect on the behavior of students. Plans were under review for Freshers Week 2019. The University have obtained funding to extend the night time Security experiment (Streetwise) until the end of the University year. (GN meet 21 Feb 19)

5. Neighbourhood Planning – DB reported a successful consultation period had now closed, and all responses are in the process of being reviewed and analysed. The Parish Council would have the opportunity to review the table of these decisions. The table would be uploaded to the website as part of the evidence. The Pre-submission Plan would then be the Submission Plan, which would be ready for presentation to the Parish Council June/July 2019. PB hoped it would be before a full Council. Once approved, it would be submitted to CYC.

6. Communication: The website is up to date with info received. The next edition of the newsletter would be prepared for early April and would include an article about the Lengthsman.

19/132 To receive any matters raised by members of public: None

3 / 6 Pages

Approved Chairman

Date.....

19/133 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. | 19/00300/FUL | Little Hall, Main Street | No Objections/Unanimous |
| 2. | 19/00301/LBC | Little Hall, Main Street | No Objections/Unanimous |

19/134 To report planning decisions by City of York Council: None

19/135 To receive reports from representatives of following outside bodies:

1. Ward Councillors – Updates given within the minutes
2. North Yorkshire Police – Report for Feb19 had been circulated around Cllrs. Attached at end
3. Heslington East Community Forums
4. Good Neighbours Forum In addition to the reports given during meeting PH reported * First are not planning to change the charges for Heslington residents and will not provide discounts for multiple purchased bus tickets.
* Roses week is to be held in York this next term and will include a firework display on the Friday
*There will be a new CYC Landlord Registration Scheme. Students having trouble with Landlords will be able to Contact CYC about it.
5. Ouse and Derwent Drainage Board – No meeting to report
6. Sports Field – ZR reported a meeting last week, when it was agreed that the home team would park at Halifax College, so the away team could park on site.
7. York Environment Forum – No meeting to report, but the subs (£10.00) would be due
8. Alms Houses – ZR reported that the Memorial Cottages were likely to be re-roofed this year.
9. The Meeting Room – DL gave an update on recent events.
10. Fulford & Heslington Ward – The next meeting is on 26Mar19, PB would attend.

19/136 To receive any new correspondence received by the council:

- The Parish Council received reports of rumours about a proposed transport hub car park site on in the area to the left opposite Heslington East at the junction of Field Lane and Windmill Lane. PB had contacted the university, who responded “The posters and leaflets about this are nothing to do with the University and we do not know who has put them up which is causing concern both across our university community and locally as well. Indeed, we do not own the land referred too. I really appreciate you checking in with us. If you could help us put these unfounded rumours to bed that would be very much appreciated for which we would be very grateful indeed”. The Parish Council remains concerned about this and will continue to monitor.
- Lord Deramore School House – Update from CYC- repairing the brick work from 26th April to 5th July. From completion of the brick work the fire and intruder alarms will be disconnected to that building. From that point onwards CYC does not have any involvement with the listed building. Strutt and Parker (or whoever) will have to secure the building. At the handover point names and contact numbers of the people involved at Strutt and Parker and Grays Solicitors will be given. Strutt and Parker intent is to sell the building as it is, but with planning permission to adapt it into two houses. There could be a period of time yet before a new owner takes it on and makes changes to the building.

- Pilgrim PR, who are working on behalf of Oakgate and Sandby, the promoters of the ST15 site in York Council's Local Plan process, emailed to offer a meeting with the Parish Council to discuss the Local Plan. FH had responded as follows – "Thank you for your email. As you will be aware, Parish Council meetings are open to the public, so you are most welcome to attend. However, the Parish Council do not feel that a "chat or meet up" is necessary at this stage. If you wish to email any comments on the plans and consultations, I am happy to circulate them to all Parish Councillors".

19/137 To receive matters raised by members: None

19/138 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for year ending 31 Mar 19 to date
FH circulated copies of a bank reconciliation, along with an income & expenditure report.
2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR - NTR
3. Matters raised with/by Yorkshire Local Councils Association (YLCA) - Info/updates emailed to Cllrs. FH highlighted articles in the White Rose Update – Induction Packs, Internal Controls and Policy Reviews
4. To approve the following invoices for payment

4.1	Parish Clerk	Salary	£280.33	001794
4.2	Lengthsman	Salary	£339.33	001794

19/139 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

16Apr19, 21May19, 18Jun19, 16Jul19, 20Aug19, 07Sep19, 15Oct19, 19Nov19, 17Dec19

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
KA reported that this was ongoing, he has written to Virgin Chief Executive requesting a site visit with Area Manager
- Dog fouling/Tally Alley Requested: costings for 3 new signs
KA reported that an update would be given at the next ward team meeting
- Play Area Child Sign Sign remains in wrong situ. KA asked to follow up with CYC
- Collapsed Man Hole/Main StreetWest Requested: repair Marked but no repair work done
- Local Plan Requested: updates NTR
- Main Street parking bays 12hr to 2hr To be advertised in March
- Villages benches On hold
- Yorkshire Water YW giving regular updates with works undertaken
- Cycle racks Requested to CYC

KA has requested more information, so FH had resent details

- Potholes/Road surface Common Lane/Long Lane/Langwith Stray Requested: repair
 KA had reported and CYC advised these would be repaired when they reached intervention levels

- Footpath on University Road. Obstruction by root growth – Requested: repair The University will move fencing by the in July 2019. KA obtaining quotes from CYC to reroute the path, in order to submit an application for Ward Funding NB Hull Rd Ward

- University of York/University Road/Road safety concerns Requested: review master plan NTR
 - Damaged road sign for Low Lane, School Lane/ Crescent- CYC placed an order for repair of the sign on 02/03/2019.

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

Type of Incident	Time and Location.	Report made and action taken by NYP	Total calls for Month
ASB- Nuisance	16/02/2019 Low lane	Litter problems, and drug paraphernalia left in the area.	1
ASB- Personal			0
Burglary			0
Drugs			0
Vehicle			0
Theft	6/02/2019 University University University	Female student failed to pay taxi fare, and ran off. 1 x Incidents reported by security 3 x bicycle theft - security aware	5
Violence	12/02/2019 Lime Tree Cottage	Youth threatening another youth via social media. The threatened youth has been assaulted previously at school.	1
Criminal Damage			0

Approved Chairman Date.....