

## HESLINGTON PARISH COUNCIL

### MINUTES OF A MEETING HELD IN THE MEETING ROOM ON TUESDAY 20 AUGUST 2019 AT 7.30PM

**Councillors Present:** David Blacketer (DB) Pauline Bramley (PB)  
Richard Bramley (RB) John Garner (JG)  
Peter Hall (PH) Beverley Heap (BH)  
Rose Hilton (RH) Zena Richards (ZR)  
Tom Percy (TP)

**In Attendance:** Fiona Hill (FH) - Parish Clerk

**Public Present:** 1

**Public Session:** The member of the public raised two issues before leaving the meeting:

- 1) He asked the Parish Council to support his planning application 19/01576/FUL
- 2) He asked the Parish Council to plant some bushes to help screen the telecom boxes at Holmefield

**19/166 To accept apologies for absence:** None

**19/167 To record declarations of interest in items on the agenda:** None

**19/168 To confirm the minutes of the Parish Council Meeting held on Tuesday 16 July 2019:**  
These minutes, were approved and signed by the Chairman

**19/169 To discuss matters arising from previous minutes:**

- Virgin Media Boxes - Requested: paint green - NTR
- Dog fouling/Tally Alley – Granted 4 signs. 2 in situ, awaiting brackets for final 2
- Play Area Child Sign – Signs now in place, so this item could be removed from watching brief.
- Main Street Parking Bay Review – CYC had received no objections; the new restrictions will therefore be implemented shortly.
- Cycle racks – lack of within parish – CYC now conducting a feasibility study
- Common Lane, Long Lane, Langwith Straw Potholes/Road surface –Repairs had been carried out, some had not been repaired and more had now appeared.
- Footpath, University Road - Path diversion work - NTR
- University of York/University Road/Road safety concerns - Requested: review master plan – NTR
- New University Development Forum - NTR
- Latte Levy – NTR

**19/170 To Discuss, if necessary, long-standing matters:**

1. Appearance of village –  
The lengthsman had weeded along Holburns Croft. The rusty sign on The Stables had been removed by the University. CYC had no record of the “To The Farms” sign, it would have to be a new order, not a replacement.

### 1.1 Street Furniture

The first draft policy/rules for memorial benches/plaques had been circulated, which was discussed at length. **Action FH** would circulate an updated draft

**Action DB/TP** would obtain a quote for three bases – two for memorial benches and one for the relocated bench to the sportsfield.

Graffiti – Heslington Hall Bus Stop. The Parish Council believed this had been removed.

### 1.2 Broken fence – The Outgang

TP reported that this had been repaired, presumably by Halifax Estates.

### 1.3 Holmefield Lane Telecom Boxes

**Action BH** would speak to the Holmefield Directors and their gardener and report back to the next meeting.

## 2. Highway Matters –

The trees along the hedgeway – Long Lane/Common Lane/Langwith Stray – branches keep falling off **Action FH** would contact Halifax Estates asking them to check their entire tree along this route.

## 3. City of York Council

3.1 Article 4 (2) Direction – **Action FH** would ask Nick Allen for an update

3.2 Local Plan – The Parish Council thanked RH for submitting the response and DB/TP and resident Niall McTurk for printing and help in producing and delivering the resident leaflet.

## 4. University of York

Latte Levy - NTR

4.1 Antisocial Behaviour – No incidents were reported. Contact information in newsletter. Term starts end Sep19

5. Neighbourhood Planning – DB reported the working group were awaiting CYC to finish mapping

6. Communication: Website up to date with information provided.

Newsletter – PH was drafting the latest edition for approval.

**Action FH** to forward to printers once final draft confirmed.

**19/171 To receive any matters raised by members of public:** None

**19/172 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 19/01445/FUL Spring Barn, Main Street

CYC had emailed today to advise they had refused this application and placed a Tree Preservation Order (TPO) on the tree.

2 19/01264/TCA Rowan House School Lane

This application was listed in error, as it had been on the agenda of the previous meeting

3 19/01278/TCA University of York, Heslington Hall

This application was listed in error, as it had been on the agenda of the previous meeting

4 19/01576/TCA Cherry Tree Cottages, Main Street

The Parish Council Objects to an additional driveway on Main Street West, as it is contrary to the draft Neighbourhood Plan policy consultation, but would accept the new driveway, if the current driveway is returned to raised kerb and grass. The application is in the Conservation Area. Proposed: PB, Seconded: RH, Six votes in favour, 0 votes against, 3 abstentions  
**Action FH** would submit the responses via the CYC Planning portal.

**19/173 To report planning decisions by City of York Council:**

8.1 18/02239/FUL Lord Deramores Primary School	Approved
8.2 18/02242/LBC Lord Deramores Primary School	Approved
8.3 19/01276/TCA Norwegian Study Centre Main Street	Consented
8.4 19/01277/TCA Courtyard Area, Edens Court	Consented
8.5 19/01302/TCA Lord Deramores Primary School	Consented

**19/174 To receive reports from representatives of following outside bodies:**

1. Ward Councillors – NTR
2. North Yorkshire Police – Report shown at the end of these minutes
3. Heslington East Community Forums - NTR
4. Good Neighbours Forum – The next meeting will be on 19Sep19
5. Ouse and Derwent Drainage Board – NTR
6. Sports Field – There is a meeting next week.
7. York Environment Forum – RH reported that she had attended an informal meeting, last week, at St Nicholas Field. The next meeting would be at West Offices on 10Sep19. The Parish Council authorised a reciprocal link of websites.  
**Action RH** to let YEF know and acquire their email address for the website.  
**Action PB** to add YEF email address to PC website
8. Alms Houses – The next meeting is on 19Oct19
9. The Meeting Room – The ward grant had been approved. JG reported the toilet refurbishments were ongoing.
10. Fulford & Heslington Ward – The Parish Council and other village organisations were urged to submit grant applications, as there were monies available.

**19/175 To receive any new correspondence received by the council:**

1. Letter from resident regarding TalkTalk  
The Parish Council is not aware of anyone else receiving similar letters and do not have the legal expertise to advise on the wayleave. FH would seek permission to forward the letter to KA to try and find out more information. **Action FH** would respond to the resident.
2. CYC – Public Footpath York 392 & Public Footpath Heslington 16 Modification Order 2019  
The Parish Council noted the content of the letter dated 02Aug19
3. Heslington Church – Grant request  
The Parish Council agreed to give a grant of £300.00 toward churchyard maintenance  
Proposed: PB, Seconded: RB, 8 Votes in favour, 1 Vote against

**19/176 To receive matters raised by members:**

- Action PB** would report flytipping in the ditch along Langwith Stray  
**Action PB** would report a trip point on the footpath at Hall Park entrance for urgent repair.  
The Parish Council would circulate literature to increase awareness about York Wheels

**19/177 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  
The bank mandate was updated to add additional signatories. Yorkshire Bank had other accounts available, but it would require Cllrs who were cheque signatories to visit the branch.
3. Matters raised with/by Yorkshire Local Councils Association (YLCA) –  
Info/updates emailed to Cllrs.
4. To approve the following invoices for payment

4.1	Parish Clerk	Salary	£287.70	001824
4.2	Lengthsman	Salary	£355.91	001825

**19/178 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:** 20Aug19, 07Sep19, 15Oct19, 19Nov19, 17Dec19, 21Jan20, 18Feb20, 17Mar20, 21Apr20, 19May20, 16Jun20, 21Jul20, 18Aug20, 15Sep20, 20Oct20, 17Nov20, 15Dec20

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 in contact with Chief Executive Virgin Media  
Locations of unpainted (white) virgin media cabinets are noted at:  
1. School Lane adjacent to the junction of Low Lane;  
2. Heslington Court;  
3. At the boundary of the Conservation Area on Field Lane adjacent to the junction with Church Lane
- Dog fouling/Tally Alley Requested: 4 new signs from Ward Grant –  
C/o Cindy Benton, CYC
- Main Street parking bays Awaiting CYC implementation
- Cycle racks Awaiting CYC feasibility study
- Potholes/Road surface Some repaired- awaiting other to be done  
Common Lane/Long Lane/Langwith Stray
- Footpath, University Road The path to be diverted. Work is planned for August 2019  
opp Heslington Hall bus stop
- York University/University Road Road safety concerns - Requested: review master plan
- University Development Forum University agreed - development currently on hold

Type of Incident	Time and Location.	Heslington Report made and action taken by NYP	Total calls for Month
<b>ASB- Nuisance</b>	Market Square 7/7	Problems with youths on the roofs, general nuisance. CCTV footage available	1
<b>ASB- Personal</b>			0
<b>Burglary</b>			0
<b>Drugs</b>			0
<b>Vehicle</b>			0
<b>Theft</b>	Sally Baldwin Bld 1/7/ Constatine College Morrell Library 2/7/2019	Theft of bicycle from bike rack Cycle was locked Theft of bicycle from bike shed. Cycle was locked Theft of bicycle from bike rack	
	Alcuin College 13/7	Theft of bicycle from bike sheds	7
	Halifax College 19/7	Theft from jacket, wlllet and card. Card had been used in Fulford - card declined	
	Market Square 22/7	1 x incident	
	Philosophy dept 24/7	Theft of bicycle from bike rack - lock cut	
<b>Violence</b>	University Rd 22/7	Males fighting with security staff - suspected theft of bicycle. 3 detained	1
<b>Criminal Damage</b>	Promrose Hill Farm 07/7	Trespassers on Heslington Estate, items in the field have been damaged	1

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](mailto: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