

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM  
ON TUESDAY 20 MARCH 2018 AT 7.30PM

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

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

**Public Present:** 0

**Public Session:** None

**18/141 To accept apologies for absence:**  
Zena Richards (ZR)

**18/142 To record declarations of interest in items on the agenda:**  
None

**18/143 To confirm the minutes of the Parish Council Meeting held on Tuesday 16 January & Tuesday 20 February 2018:**  
The Minutes were approved

**18/144 To consider any applications received for the vacancy on the Parish Council:**  
FH reported there were still two vacancies, which CYC had confirmed could be filled by co-option

**18/145 To discuss matters arising from previous minutes:**  
None

**18/146 To Discuss, if necessary, long-standing matters:**  
1. Appearance of village  
PB reported that the university were aware of the poor state of Lakeside Way, which they believed was caused by the buses and they were trying to negotiate with the contractors to have it repaired. One Virgin box had been painted green, but the one near Charles X11 had been blighted with graffiti. The Holmefield zebra crossing lights would be redesigned next week.  
KA would look at the footpath opposite Heslington Hall, which due to overgrown tree roots, was difficult for wheelchair/pushchair users to negotiate.  
1.1 The Outgang  
KA had met with members of the Village Trust to discuss options and he was awaiting costs for posts on one side and on both sides.  
1.2 Dog Bin – Low Lane  
NTR

### 1.3 The Lodge Parking

KA reported that CYC would not move the chicane, as they believe it has positively impacted on road safety. KA advised that Ward funding could purchase a bollard(s), but it would probably just move the issue elsewhere. CYC felt this was not a high level highways matter, but was more an environmental issue.

### 2. Highway Matters

PB had met with Bryan Hebditch, CYC who agreed that the road surface on Long Lane/Langwith Lane was poor, but he had no funding until next financial year so he suggested Ward Funding. In two places, he would arrange for the verge to be lowered to remove standing water from the road  
KA would take another look at the sunken road outside The Deramore public house, as PB reported it was getting worse.

### 3. City of York Council

#### 3.1 Local Plan

The Parish Council discussed at length and gave FH bullet points to draft a response for circulation before submission.

#### 3.2 Article 4 (2) Direction

Ward funding had been received, so Nick Allen would be asked to proceed with the work and report back to Parish Council with next steps.

#### 3.3 CYC Community Governance Review

It was understood that this would be in place for the May 2019 elections.

### 4. University of York

#### 4.1 Antisocial Behaviour

Students in Heslington HMO's had been sent a letter encouraging good behaviour.

### 5. Neighbourhood Planning

DB gave an update on progress following meetings with the consultant, CYC and the university.

### 6. Communication

- Website – Up to date

- Newsletter – PH would prepare the next edition for April.

**18/147 To receive any matters raised by members of public:**  
None

**18/148 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. 18/00305/ADV Unit 5, Kimberlow Hill Retail Park, Kimberlow Rise

Letter C: No Objections, Unanimous

The lighting should be switched off outside of opening hours.

2. 18/00413/ADV Kimberlow Hill Surgery

Letter B: No Objections, Unanimous

**18/149 To report planning decisions by City of York Council:**  
None

**18/150 To receive reports from representatives of following outside bodies:**

1. Ward Councillors – NTR
2. North Yorkshire Police – FH was asked to make contact to ask for their attendance at PC meetings. The latest report is attached at the end of the minutes
3. Heslington East Community Forum - NTR
4. Good Neighbours Forum – PB/PH had attended the meeting last month
5. Ouse and Derwent Drainage Board – NTR
6. Sports Field – NTR
7. York Environment Forum- DL reported there had been a meeting and the Local Plan was discussed.
8. Alms Houses – NTR
9. The Meeting Room – DL reported they had a successful theatre evening. The new kitchen floor had been laid and the decorating was to be done. The main hall floor was planned for April 2018
10. Fulford & Heslington Ward – meeting on 19Apr18. KA was looking into funding methods of protecting/repairing verges.

**18/151 To receive any new correspondence received by the council:**

- KA would report to CYC Planning Enforcement the recent works at 23/25 Main Street, which involved encroachment onto the footpath.
- A resident had emailed suggesting a War Memorial. FH was asked to respond as follows: “Thank you for your interest. The Parish Council are aware of memorials in church and in the Meeting Room. In addition, the History Society have done work and written a booklet to increase awareness”.
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**18/152 To receive matters raised by members:**

KA would report the fly-tipping on Common Lane

**18/153 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**

1. Bookkeeping records for year ending 31 Mar 18 to date  
FH circulated the bank reconciliation as at 09 March 2018 with a balance of £24317.52 and an income & expenditure report.
  2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits  
These were conducted and everything found to be in order.
  3. Matters raised with/by Yorkshire Local Councils Association (YLCA) Updates/info emailed to Cllrs
  - 3.1 General Data Protection Regulation (GDPR)  
YLCA have sent further guidance and an audit template, which FH would complete and circulate around Cllrs.
  5. To approve the following invoices for payment
- |     |              |                  |         |        |
|-----|--------------|------------------|---------|--------|
| 5.1 | Lengthsman   | Salary           | £325.05 | 001746 |
| 5.2 | Parish Clerk | Salary           | £270.36 | 001747 |
| 5.3 | YLCA         | Subscription     | £555.00 | 001748 |
| 5.4 | HMRC         | PAYE             | £445.80 | 001749 |
| 5.5 | Parish Clerk | Expenses         | £45.16  | 001750 |
| 5.6 | TG Cutt      | Fire Ext Service | £53.88  | 001751 |

**18/154 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:**

17 April 2018	15 May 2018	19 June 2018
17 July 2018	21 August 2018*	18 September 2018
16 October 2018	20 November 2018	18 December 2018

\* The Parish Clerk was on holiday in August, so was not available on 21<sup>st</sup>, it was agreed to move the meeting to Thursday 16 August 2018

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	Done
4. Write to your staff	Done
5. Declare your compliance	Done
6.	

Approved ..... Chairman

Date.....

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

**DATE: 1<sup>st</sup> February – 28<sup>th</sup> February**

**INCIDENTS OF NOTE:**

<b><u>Incident Type</u></b>	<b><u>Total</u></b>	<b><u>Details</u></b>
<b><u>Anti-Social Behaviour (ASB)</u></b>	<b><u>0</u></b>	
<b><u>Vehicle Crime</u></b>	<b><u>0</u></b>	
<b><u>Burglary</u></b>	<b><u>0</u></b>	
<b><u>Criminal Damage</u></b>	<b><u>0</u></b>	
<b><u>Drug Offences</u></b>	<b><u>0</u></b>	
<b><u>Theft</u></b>	<b><u>0</u></b>	
<b><u>Violence</u></b>	<b><u>0</u></b>	



**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/>