

## HESLINGTON PARISH COUNCIL

### MINUTES OF A MEETING HELD IN THE MEETING ROOM ON TUESDAY 21 MAY 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) Tom Pearcy (TP)  
Zena Richards (ZR)

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

**Public Present:** 0

**Public Session:** -

**19/140 To accept apologies for absence:** None

**19/141 To record declarations of interest in items on the agenda:** None

**19/142 To confirm the minutes of the Parish Council Meeting held on Tuesday 16 April 2019:**  
These minutes were approved and were signed by the Chairperson

**19/143 To discuss the Ordinary Vacancies resulting from the Parish Elections (Thu02May19):**  
These vacancies were filled by co-option at the Annual Parish Council Meeting

**19/144 To discuss matters arising from previous minutes:**

- Virgin Media Boxes - Requested: paint green

KA reported that the Virgin Chief Executive has stated that all the cabinets had been painted that would be painted. **ACTION** KA was asked to arrange a site meeting to discuss the three outstanding cabinets –

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.

- Cycle racks – lack of within parish - DB/PB had preliminarily noted a number of possible sites prior to onsite meeting tomorrow with CYC for their advice. CYC would then speak to all relevant departments and come back to HPC.

- Main Street Parking Bay Review – Will be decided by CYC at public decisions session – mid summer.

- Damaged road sign for Low Lane, School Lane/ Crescent –New sign in place.

**ACTION** FH Remove from watching brief

- Dog fouling/Tally Alley - Requested: costings for 3 new signs - The application had been logged

- Play Area Child Sign - CYC appeared to be misunderstanding what the Parish Council were asking for. **ACTION** PB to email KA with the request .KA to forward to Road Safety Team, CYC

- Collapsed Man Hole/Main Street West – Had been repaired. **ACTION** FH Remove from watching brief.

- University of York/University Road/Road safety concerns - Requested: review master plan – NTR

- New University Development Forum - development currently on hold

- Broken fence at the Outgang – Still not repaired, **ACTION TP** to speak with Halifax Estates
- Julian Sturdy – invite to attend Parish Council Meeting – **ACTION FH** to contact his office to ask for some available dates, to arrange a date for a meeting.
- Gutter cleaning rota- KA reported done annually. Request if requires cleaning in between.
- Sinclair Signage – no action necessary.
- Latte Levy – PB had emailed Gordon Eastham with the PC’s suggestions.
- Resident had received response from CYC re University inappropriate signage in a Conservation Area –“too small to warrant enforcement”.

**19/145 To Discuss, if necessary, long-standing matters:**

1. Appearance of village –
  - Grass in Main Street – Still not cut. **ACTION PB** would chase up
  - Common Lane/Long Lane/Langwith Stray – **ACTION PB** to arrange a contractor to cut road sides.
  - Graffiti Wipes – The Lengthsman is happy to go ahead with any necessary training.
  - 1.1 Street Furniture
    - The Parish Council suggested to draft guidelines before any benches were purchased.
    - ACTION FH** would contact YLCA and North Tyneside Council about their benches in Whitley Bay, where they have a scheme to manage plaque space.
2. Highway Matters – **ACTION KA** to request update on proposed Lord Deramores Road Safety Scheme
3. City of York Council
  - 3.1 Article 4 (2) Direction – Awaiting CYC to sign off this application
  - 3.2 Local Plan – Following the removal of Strensall Barracks, there must be a further six-week consultation; the inspector will then proceed to public examination.
4. University of York
  - 4.1 Antisocial Behaviour – Cllrs reported a couple of incidents. JG had reported an incident over the previous Bank Holiday w’end to the police and had not been given an incident number. BH had requested an update form Sarah Frankland, Strategic Projects Manager, University of York. **ACTION FH** to write to Simon Hall, PSCO, to ask why an incident number had not been given.
  - 4.2 Latte Levy
    - The schemes had been submitted to the university.
5. Neighbourhood Planning – DB reported work continuing towards the final submission version.
6. Communication: Thanks to PH for the latest edition of the newsletter. Website up to date with information provided.

**19/146 To receive any matters raised by members of public: None**

**19/147 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. 19/00810/TCA 15 Hall Park Heslington

PB had emailed Brian Williams, CYC, as the Parish Council had received a number of applications to fell trees. The application said the cherry tree was not diseased though it had decay. Mr Williams had inspected the tree and in his opinion, it should be felled. *There is major decay in a large limb. That limb requires removal. Unfortunately, when that limb is removed it renders the remaining tree lop sided and potentially unstable. There is also evidence of Honey fungus.*

**ACTION FH** Letter B: The PC has no objections

2. 19/00928/TCA 1 Barn Grove

PB had emailed Brian Williams, CYC for further information. No response had been received.

**ACTION FH** would respond to Dan Calvert/Harvey Lawson/Brian Williams requesting that, as in a Conservation area, a site visit is made prior to CYC making a decision. The PC requests a copy of the report.

**19/148 To report planning decisions by City of York Council:**

1. 18/02786/FUL Cherry Tree Cottages, Main Street Withdrawn

**19/149 To receive reports from representatives of following outside bodies:**

1. Ward Councillors – Updates given within the minutes
2. North Yorkshire Police – No report received
3. Heslington East Community Forums - NTR
4. Good Neighbours Forum – PB reported the next meeting would be in June/July 2019
5. Ouse and Derwent Drainage Board – NTR
6. Sports Field – TP reported the AGM took place last week and finances are the top priority
7. York Environment Forum – NTR
8. Alms Houses – NTR
9. The Meeting Room – NTR
10. Fulford & Heslington Ward – Next Ward Team meet 28<sup>th</sup> May

**19/150 To receive any new correspondence received by the council:**

The Parish Council noted receipt of a letter of apology from Lord Deramores Primary School, for works which took place during the Easter holiday

**19/151 To receive matters raised by members:**

Planter – DB reported this was now replanted.

RAF Elvington – RH reported that recent low/night flights had been too low over the SSSI, so she had spoken to RAF Leeming and Elvington Airfield and the route was changed. RH reported that the Elvington Air Field Events Calendar website is very helpful, for daily events taking place.

**19/152 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 dated 10 May 2019, along with an income & expenditure report. There were a couple of queries from Cllrs. **ACTION FH** to check and email explanations to Cllrs.

2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR  
Internal controls conducted by ZR

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	£295.02	001799
4.2	Lengthsman	Salary	£372.49	001800
4.3	HMRC	PAYE	£928.80	001807
4.4	Parish Clerk	Expenses	£42.07	001809
4.5	Parish Clerk	Home Work Allowance	£46.80	001810
4.6	Zurich	Insurance	£519.83	001811

4.7	Yorkshire Internal Audit Services		£300.00	001812
4.8	York Print Company	Newsletter	£97.00	001813
4.9	Focus 4 Print	Neighbourhood Plan	£96.00	001814
4.10	Deans Garden Centre	Planter Plants	£10.74	001815
4.11	YLCA	Subscription	£583.00	001816
Cheque 001808 cancelled				

**19/153 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as: 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 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: 3 new signs from Ward Grant In process
- Play Area Child Sign KA asked to follow up with CYC
- Local Plan Will be a further six-week consultation; the inspector will then proceed to public examination
- Main Street parking bays 12hr to 2hr Decision to be taken by CYC mid summer
- Villages benches Enquiries being made. For further discussion
- Cycle racks Site visit with CYC on 22<sup>nd</sup> May
- 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, University Road. opp Heslington Hall bus stop - The path will be diverted  
- work is planned for August 2019
- University of York/University Road/Road safety concerns Requested: review master plan NFR

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